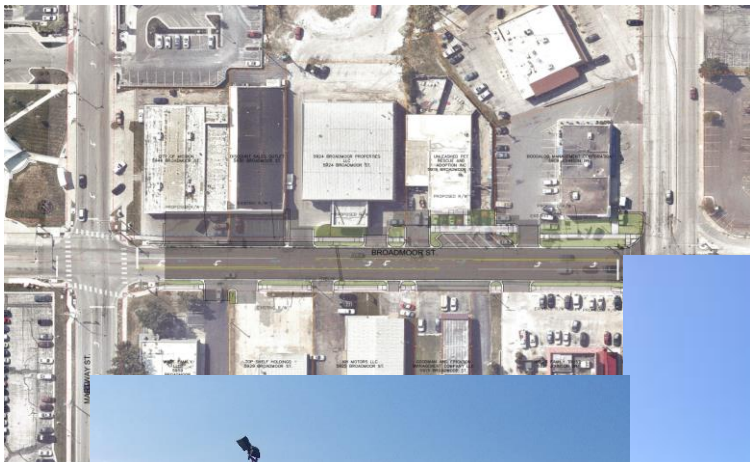




# 2020 Annual Budget And Capital Improvement Program



6090 Woodson Road  
Mission, KS 66202  
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# ***CITY OF MISSION, KANSAS***

## **Mayor**

Ronald E. Appletoft

## ***City Council***

### **Ward I**

Hillary Parker Thomas  
Trent Boultinghouse

### **Ward II**

Arcie Rothrock  
Nick Schlossmacher

### **Ward III**

Debbie Kring  
Kristin Inman

### **Ward IV**

Sollie Flora  
Ken Davis

## ***Staff***

City Administrator: Laura Smith  
Assistant City Administrator/Finance Director: Brian Scott  
City Clerk: Martha Sumrall  
Police Chief: Ben Hadley  
Parks & Recreation Director: Penn Almoney  
Public Works Director: Celia Duran

## ***City Treasurer***

Deborah Long

## ***City Attorney***

David K. Martin

## ***Municipal Judge***

Keith E. Drill



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# Community Profile





## City of Mission 2020 Annual Budget

### History of Mission

Today, the city of Mission is a mature, first tier suburban community within the larger Kansas City metropolitan area. The city is located in the northeast portion of Johnson County, Kansas – just two miles due west of the Missouri/Kansas border and the city of Kansas City, Missouri. However, nearly 200 hundred years ago, the community was an area of wilderness that lay just beyond the border of the newly formed state of Missouri, and at the edge of a vast, open prairie.

The first “settlers” where actually members of the Shawnee Indian tribe that were relocated to the Kansas Territory as part of the 1830 Indian Removal Act. Missions were soon established in the area by well-intentioned Christians to help assimilate the Indians to the ways of “white people.” The missionaries taught reading and writing to the Indian children and farming techniques and household practices to the Indian adults. The Shawnee Baptist Mission, was established by the Rev. Isaac McCoy in 1831 in the vicinity of 55<sup>th</sup> Street and Walmer in present day Mission. The Shawnee Methodist Mission was established in 1839, just a mile to the east, by the Rev. Thomas Johnson, for whom Johnson County derives its name. These missions, and their association with the Shawnee Indians, is what has given this part of Johnson County its identity as “Shawnee Mission.”

By the 1840s, the Santa Fe, Oregon and California Trails had become established corridors through the area for those going west. Departing from the Westport settlement in what is today the mid-town area of Kansas City, Missouri, these trails passed directly through present day Mission from approximately 53<sup>th</sup> Street and Nall Avenue on the east to Broadmoor Park on the west where they split, the Santa Fe Trail going to the south and the Oregon and California Trails continuing west. Local history has it that there were two watering stops in Mission in the area of 5920 Maple and 6201 West 61<sup>st</sup> Terrace.

With the passage of the Kansas-Nebraska Act in 1854 the area started to be quickly settled by those wanting to establish homesteads. One of the first families to settle in the area of present day Mission was that of Washington Cross who purchased approximately 200 acres from a Shawnee Indian named John Prophet. Washington Cross and his wife are buried on their original homestead. The grave site is preserved at the corner of Lamar Avenue and Johnson Drive in the heart of Mission. Other families soon followed including the Walmer, Breyfogle, Barkley, Miller, and Roe families. These families would become some of the leading families of Johnson County in the later part of the 19<sup>th</sup> Century.

The area of present day Mission began to see its first commercial development in the very early days of the 20<sup>th</sup> Century. In 1906 William B Strang, Jr. established the Missouri and Kansas Interurban railroad, which ran from downtown Kansas City, Missouri through northeast Johnson County to Olathe. Strang utilized the Interurban as a commuter line for people that were moving to newly platted residential areas that he had established just to the south of present day in Mission in what would become Overland Park. The rail line followed much of the same path as the Santa Fe Trail, passing through Mission with two stops, Morrison Ridge stop near 53<sup>rd</sup> Street and Lamar Avenue and the Goodman Station stop located at Herald’s corner near Metcalf Avenue and Johnson Drive.



With the advent of the automobile a few decades later, commercial businesses started to be built along Johnson Drive providing services and goods for the growing number of residents. The first business was a pharmacy established in 1928 by John Morrow. The first independent grocery store was established by Oral Rider in the early 1930's. Mack Hardware, which is still in operation today, was established in 1937. And, the Dickinson movie theater was built in 1938. By the end of the 1940's the stretch of Johnson Drive from Lamar to Nall Avenues had become a thriving commercial corridor with a variety of stores and businesses. Many of the one-story, brick buildings that housed these businesses still stand today, serving as the core of Mission's downtown business district.

The end of the Second World War brought a flood of young families seeking new housing opportunities beyond the traditional urban setting of Kansas City. The rural farmsteads that had made up northeast Johnson County quickly gave way to suburban style subdivisions with single-family homes. This rapid growth led to demands for more formal land use control, planning, and services including public safety and utilities. In short succession the area of northeast Johnson County began to be incorporated into distinct communities such as Fairway, Roeland Park, and Mission. Mission was formally incorporated as a city on July 2, 1951 with a population of approximately 1,500 residents.

With an established commercial district along Johnson Drive and easy access provided by U.S. 69 Highway (Metcalf Avenue) to the west and U.S. Highway 50 (Shawnee Mission Parkway) to the south, the city began to see rapid growth in the residential, retail/business, and office sectors. The Mission Shopping Center, one of the first suburban malls in the nation, was built in 1956. Other businesses soon followed and by the 1970s the city was at its zenith as the commercial hub of Johnson County.

Today Mission is a fully developed city with a population of just under 9,500. Its growth and development is now in the form of regeneration. Many of the young families that originally moved to the city during the early days have now grown and moved on, leading to a generational turnover of new young families. And, new development opportunities are in the form of redevelopment of older commercial sites. The aforementioned Mission Mall site is now the Gateway Development. The city still remains a vibrant, prosperous community with a strong future.





## City of Mission 2020 Annual Budget

### About Mission

#### Size and Location

The city of Mission is located in northeast Johnson County, Kansas, a suburban area of the Kansas City metropolitan area. The city lies adjacent to a major transportation corridor, Interstate 35, and is accessible to the entire metropolitan area. The city has a population of approximately 9,490 (2016 5-Year Census Estimate), and covers an area of approximately 2.7 square miles, of which nearly 100% is developed.

#### Government and Organization of the City

The City of Mission was incorporated in 1951 and became a City of the Second Class in 1959.

The City operates under a non-partisan Council/Mayor form of government. The Council is comprised of eight members elected from four wards, with equal representation from each ward. Each councilmember representing a ward is elected on a staggered basis, to a four-year term. The Mayor is elected at large to a four-year term. The Mayor and Council are responsible for all policy-making functions of the City.

The City Administrator is appointed by the Mayor and Council and serves as the chief administrative officer of the City. The City Administrator is responsible for the implementation of policies adopted by the Council. The City Administrator is also responsible for the general operations of the City, and may advise the City Council on accepted public administration practices, legislation and public policy.

The City has six operating departments including Police, Court, Public Works, Parks and Recreation, Community Development and Administration. The City has a total of 72 full-time employees.

#### Educational Facilities

The city of Mission lies within Unified School District No. 512 (Shawnee Mission School District), which is divided into five attendance areas. Two elementary schools – Rushton and Highlands - are located within the city as is one high school – Horizons. There are a variety of parochial and private schools in and around the city that provide options for local residents.

Residents of the city also enjoy access to a number of higher education opportunities in the Kansas City metropolitan area. Johnson County Community College, University of Kansas Regent's Center, and the University of Missouri-Kansas City are all large public institutions offering a variety of associate to doctoral degrees and are located within minutes of the city. A number of smaller private colleges are also located nearby.



### Medical and Health Care Facilities

The city has access to a wide variety of healthcare services throughout the Kansas City metropolitan area. Advent Hospital (formerly, Shawnee Mission Medical Center) and the University of Kansas Medical Center are large, full-service hospitals located within a few miles of the City. Saint Luke's Community Hospital is a micro hospital at the corner of Roe and Johnson Drive that opened in the summer of 2018. Emergency medical services are provided by Johnson County Med-Act, a program administered by Johnson County. In addition to medical services available in surrounding communities, the City is also home to doctors and dentists representing a wide variety of medical specialties.

### Public Utilities

Kansas City Power & Light supplies electricity to the city and Kansas Gas Service provides natural gas. Local telephone service is provided by AT&T, Consolidated Communications, or Time Warner. Water services are provided by Water District No. 1 (WaterOne), a quasi-municipal corporation. Sewer service is supplied by the Johnson County Unified Wastewater District, a separate governmental agency organized and governed by the County's Board of Commissioners.

### Public Works

The City's Public Works Department is responsible for maintaining the streets, sidewalks, and storm water infrastructure within the community. They provide snow removal services and oversee infrastructure repair and reconstruction projects.

### Police and Fire Protection

The City provides police protection to its residents. There are currently 30 full-time commissioned officers authorized in the Department, including three investigators. The department provides 24-hour protection. Dispatching services are provided by Johnson County Sheriff's office.

Johnson County Consolidated Fire District No. 2 (Fire District) provides fire protection to residents of the city and the majority of northeast Johnson County. The Fire District is a separate and distinct governmental entity with its own board of directors and taxing authority. The Fire District operates three stations, with one located in the city of Mission.

### Recreational and Cultural

The City offers a variety of recreational opportunities to its residents. There are seven public parks maintained by the City encompassing a total of 30 acres. Most parks are equipped with picnic tables, playground equipment, walking trails, and parking facilities. Some parks contain baseball/softball diamond, tennis courts and shelters. Numerous activities and sporting clubs are available through the Johnson County Parks and Recreation Commission. Additionally, the 80,000+ sq. ft. Sylvester Powell, Jr. Community Center offers indoor swimming, fitness programs and classes as well as outstanding meeting and special event space.



## City of Mission 2020 Annual Budget

### Economic Outlook

#### Regional Business Environment

Located in the heartland of America, the economy of the Kansas City metropolitan area is driven primarily by businesses in the agricultural sciences, transportation, and financial services industries.

The metropolitan area sits at the intersection of two primary interstate highways – Interstate 70 (east/west) and Interstate 35 (north/south). Other U.S. highways and state routes also converge within the Kansas City area. This highway access, in combination with Kansas City's presence as the fourth largest rail hub in the United States, makes the region a prime location for the distribution of commercial goods.

Major employers in the Kansas City region include Hallmark, a leader in the gift and greeting card industry; Cerner, a developer of medical information systems; and H&R Block, a national tax preparation company. Several leaders in the financial services industry, including American Century Funds and Waddle & Reed, are also located in Kansas City.

The United States government also has a large presence in the area with regional offices for several U.S. agencies and government departments including the Internal Revenue Service, Federal Transportation Agency, Environmental Protection Agency, Governmental Administration Services, and Health and Human Services.

Downtown Kansas City has experienced a renaissance over the past decade with the development of the Power and Light entertainment district and the construction of a new performing arts center. In the Cross Roads district, hundred-year-old buildings that once housed manufacturing and commercial enterprises today house luxury apartments, restaurants, and artist studios.

#### Johnson County Business Environment

Johnson County, Kansas lies along the state line, just west of Kansas City, Missouri. Developed mostly in the years following the Second World War, it has become one of the premier suburban communities in the nation. It is known for quality housing, academically acclaimed school districts, popular retail centers, and class A office buildings.

The primary transportation routes in Johnson County are Interstates 35 and 435, and U.S. Highway 69. The street pattern in Johnson County generally follows a grid pattern with north/south and east/west roads.

Many national companies call Johnson County home including Sprint, a cellular telecommunications company; Garmin, a manufacturer of global positioning systems for



the marine and aviation industries; and YRC Worldwide, a national logistics and transportation carrier.

Blue Valley and Shawnee Mission school districts enjoy a national reputation for excellence in education.

### Mission Business Environment

The business environment within the city of Mission provides a good balance between retailers, professional services, and corporations in a variety of industries including adult education, pharmaceutical distribution systems, radio broadcasting, and publication.

Since the 1930s, the Johnson Drive corridor, which bisects Mission from east to west, has served as the retail trade area for northeast Johnson County. Various national and local retailers, businesses, and professional services are located along Johnson Drive. In addition, the City offers a full-service grocery store and a national, big-box retailer.

The City has numerous small to medium-sized office buildings that serve as home to professional service providers, including doctors and dentist. Financial services, such as insurance companies, banks, and accountants are also well represented among the City's businesses.

Employers within the City of Mission include:

- AT&T – Telecommunications/Broadcasting
- Skills Path – Professional Development and Adult Learning
- Pryor Learning Solutions – Professional Development and Adult Learning
- Script Pro – Automated Pharmaceutical Distribution Systems
- Family Features Editorial Syndicate – Publisher of Family and Lifestyle Material
- Walz Tetrack Advertising – Full Service Advertising Firm
- Entercom Broadcasting – Commercial Radio Broadcasting Stations
- Vinsolutions - Automobile Data Base for Auto Retailers
- Buffalo Funds – Private Equity Fund Company

The city is adjacent to major transportation corridors including Interstate 35, U.S. 69 (Metcalf) and U.S. 50 (Shawnee-Mission Parkway).

The daytime population of the city is approximately 10,000 as a result of the large number of people who come into the city to work, conduct business, and shop.

Despite being landlocked and nearly completely developed, the Governing Body continues to focus on ensuring that the City's economic environment remains healthy through business retention and redevelopment opportunities. Mission is seen as a desirable area by the development community for investment in new projects. The City actively works to attract and secure development projects that are consistent with the community's progressive design guidelines and standards.



The Mission Crossing development, at 61<sup>st</sup> and Metcalf, is a mixed-use development on the site of the former Herf-Jones printing plant. Completed in 2016, this \$24 million redevelopment project includes 20,000 square feet of retail space and a 100+ unit residential facility designed for independent living.

Cornerstone Commons, located at Johnson Drive and Barkley, was also completed in 2016. This redevelopment of a former auto dealership includes a Natural Grocer, casual dining restaurants, and office space in multiple one and two-story buildings.

The City approved two new redevelopment projects in the fall of 2017. The Gateway is a \$380 million, mixed-use project that will be comprised of a 170 unit apartment building, 200 room hotel, 75,000 square feet of office building, 55,000 square feet of retail/entertainment. The project will be constructed on the site of the former Mission Mall, a long-time fixture of northeast Johnson County located at the corner of Johnson Drive and Roe Avenue. Mission Trails is a \$41 million, luxury apartment complex to be built on the site of the former Pyramid Insurance Company at the corner of Johnson Drive and Beverly, just east of Lamar Avenue. Both projects are expected to commence construction in the summer of 2018.

The Gateway and Mission Trails anchor each end of the historic Johnson Drive commercial corridor. The projects represent a renaissance for this area that began in 2014 when the City completed a comprehensive \$10.8 million redesign and reconstruction of Johnson Drive from Lamar Avenue to Nall Avenue. It is anticipated that these projects will be the catalyst for future investment along this important corridor, and the heart of the Mission Community.

#### Gateway

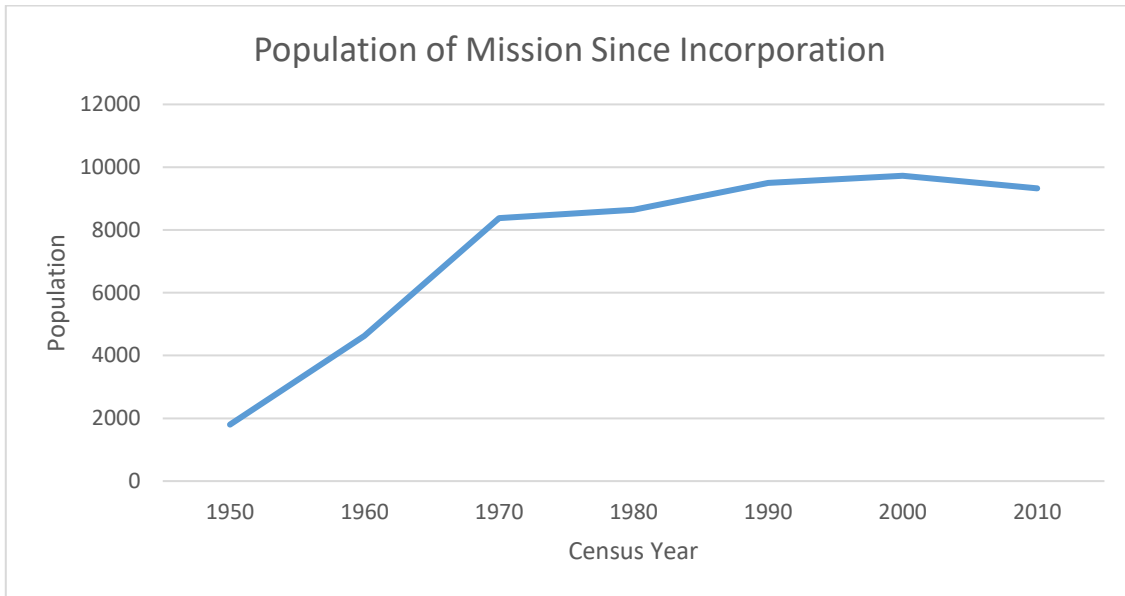


#### Mission Trails



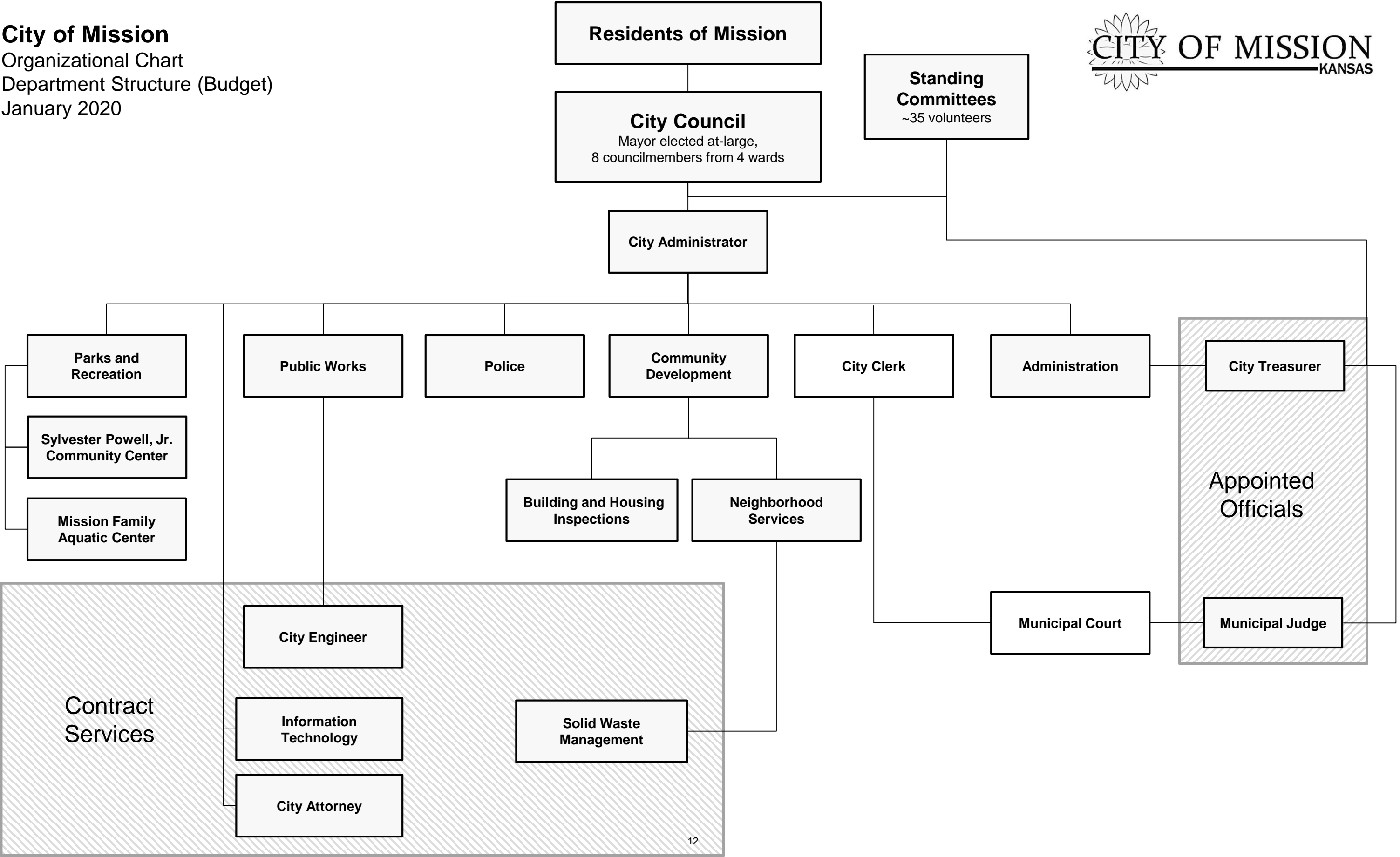


City of Mission 2020 Annual Budget  
Demographic Information about Mission



	2010 Census	2000 Census	Change
Population	9,323	9,727	-404
White	84.6%	88.95%	-4.35%
African American	5.5%	3.78%	1.72%
Native American	0.4%	0.33%	0.07%
Asian	3.9%	2.76%	1.13%
Other	2.6%	2.03%	0.57%
Median Age	35.2	35	0.2
Number of Households	5,000	5,119	-119
Household with Children	18.3%	16.7%	1.60%
House with Someone Alone 65+ Age	10%	8.5%	1.50%
Median Household Income	\$48,407	\$42,298	\$6,109
Below the Poverty Line	7.2%	5.7%	1.5%







# 2020 Budget Summary







6090 Woodson Street  
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[www.missionks.org](http://www.missionks.org)

August 7, 2019

The Honorable Mayor and City Council of the City of Mission, Kansas:

The City of Mission Leadership Team is pleased to present the Recommended 2020 budget. It is a balanced budget, as required by law, and maintains the City's high service levels and sound financial position while also minimizing the tax burden on our citizens and businesses.

The City of Mission's budget covers the period of January 1st through December 31st. The entire budget is made up of sixteen individual funds totaling \$26.89 million in estimated expenditures for 2020. The majority of our annual budget discussions focused on the City's General Fund and those funds tied specifically to capital infrastructure investments, including the Capital Improvement Fund, the Stormwater Utility Fund, the Street Sales Tax Fund, the Special Highway Fund, the Special Parks Fund, and the Parks & Recreation Sales Tax Fund. In addition, there are several miscellaneous funds which the City is required to maintain that are detailed later in this overview.

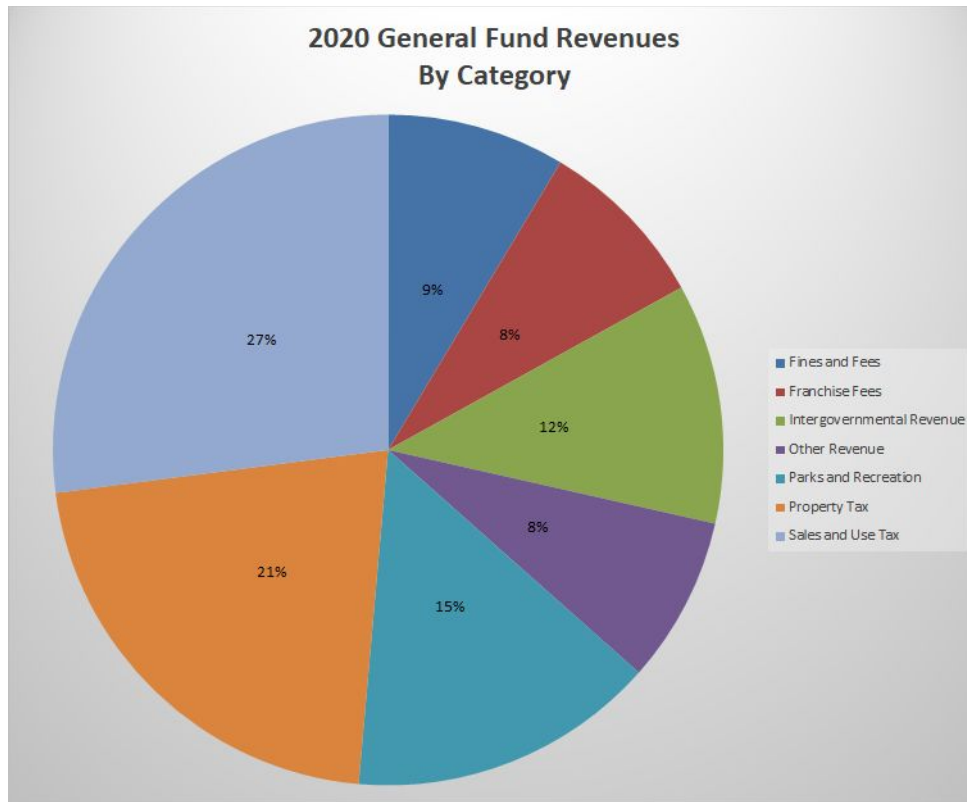
### **General Fund**

The City's General Fund accounts for core municipal functions and services such as Public Safety, Public Works, Parks & Recreation, and Administration. It is an operating budget, focused primarily on revenues and expenses in the current fiscal year.

Revenues were developed from historical trends, data provided by the Departments, and by considering the potential impact of new development/redevelopment in the City. Fluctuations in these revenue streams impact how the City is able to pay for and maintain core services. Total estimated revenues in the 2020 General Fund budget are \$13.495 million, an increase of approximately 2% over 2019 Estimated. Sales taxes, franchise fees and fine revenues are expected to remain relatively flat. Community Center revenues are projected to increase by 4%, primarily because of long-term rentals and partnerships, but continued decline in annual membership revenue remains an area of concern. The largest change in revenue for 2020 occurs in Plan Review and Inspection Services (64% decrease), driven by the ebb and flow in the timing of large development projects. There are no new revenue streams included in the 2020 Recommended Budget.

There are three primary revenue streams that support the General Fund budget: sales/use taxes (local and intergovernmental), property taxes, and parks and recreation revenues. Totalling an estimated \$8 million in the 2020 Budget, they make up approximately 60% of the annual General Fund budget resources.





The final valuation numbers provided by the County Appraiser's Office indicate a total assessed valuation of \$160,920,880, an increase of 2.2% over last year. Based on the calculations associated with the property tax lid, the City will be able to maintain the current mill levy of approximately 17.866 mills. Of the total mill levy, 7 mills are assessed for street maintenance and the remaining 10.866 mills are dedicated to General Fund operations.

#### General Fund Policy Assumptions

The 2020 Recommended Budget, accomplishes a number of Council goals and objectives, and includes the following policy assumptions:

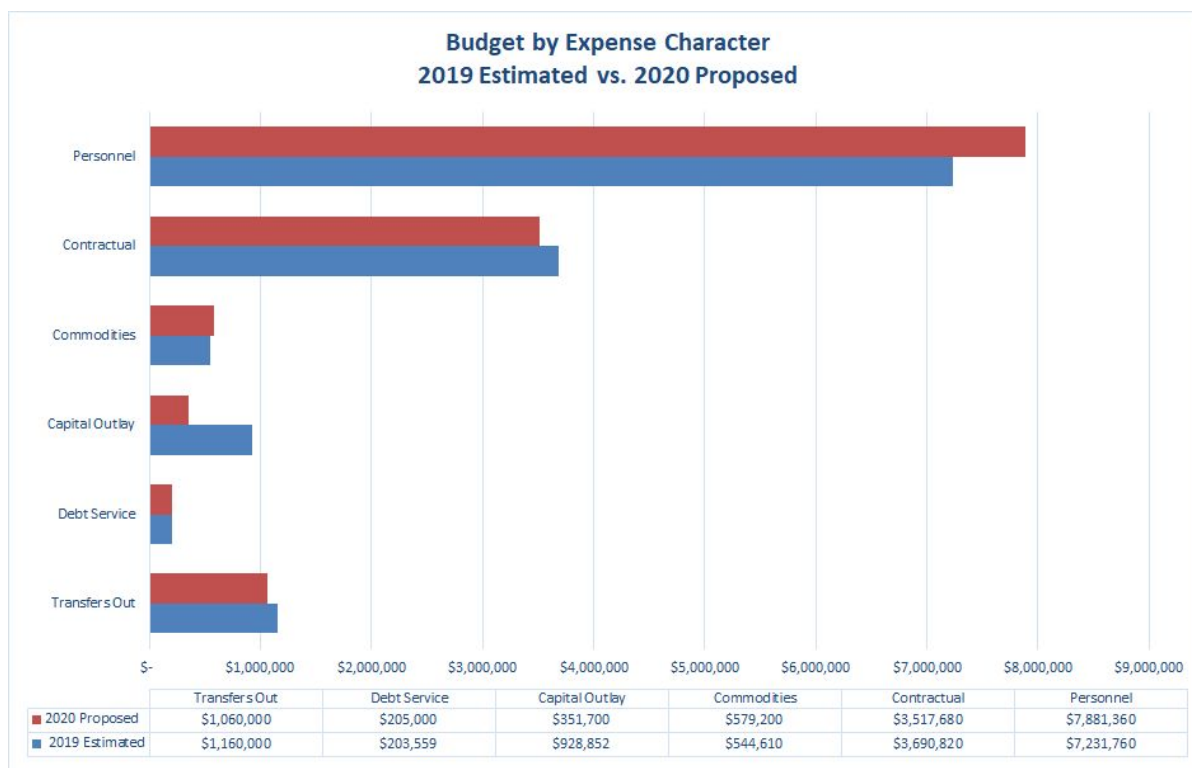
- Holding the mill levy rate constant (17.866). Of that total, 10.866 mills will be used to support General Fund operations. The revenue generated from the remaining 7 mills will be transferred to the Capital Improvement Fund to support street maintenance activities.
- Maintaining a restricted General Fund balance of no less than 25% of total General Fund revenues. The 2020 Recommended Budget not only achieves the Council's 25% fund balance goal for the General Fund, but includes an estimated \$1.1 million in excess fund balance at December 31, 2020.
- Maintenance of the Solid Waste Utility Rate at \$175.03 annually for single-family property owners. Costs for the 2020 contract are unknown at this time, and a transfer of \$85,000 from the General Fund has been maintained, but may need to be adjusted to subsidize the remainder of the contract for single-family residential trash service beginning January 1, 2020.
- Continuing the Franchise and Mill Rate Rebate program at 100% of city franchise fees, 100% of total city mill excluding special assessments, and a 50% rebate of the solid waste utility fee. Current rebate program costs budgeted in the General Fund total \$20,000.
- Funding to convert the two authorized overhire positions in the Police Department to full-time to create a Directed Patrol Unit, and the addition of a full-time planner in the Community Development Department.
- Continued maintenance of the organization's pay structure and benefits in accordance with the total compensation philosophy, including evaluating the potential to implement both market and merit adjustments as the budget allows. A 3.5% merit pool has been included in the 2020 Budget.



- Maintaining funding for the Business Improvement Grant (BIG) Program at \$35,000, and funding for neighborhood assistance programs in the amount of \$40,000.
- Funding for the highest priority capital equipment and technology purchases for each Department based on planned replacement and identified needs.

### Expenditure Highlights

The 2020 General Fund expenditures, including transfers, total \$13.59 million and reflect a decrease of 1% from the 2019 Budget. The decrease is driven primarily by transferring the purchase of \$300,000 in capital equipment from the General Fund to the Equipment Reserve and Replacement Fund..



### *Personnel*

The largest expenditure category in the General Fund is Personnel Services. Budgeted at \$7.88 million for 2020, these costs represent approximately 63% of the total General Fund budget, excluding transfers. The 2020 Recommended Budget includes the conversion of two previously authorized overhire positions in the Police Department to full-time, to create a Directed Patrol Unit. In addition, the budget includes funding to re-establish the planner's position in the Community Development Department. There are a total of seventy-three (73) full-time employees authorized in the 2020 Recommended Budget.

Personnel costs increased 9% over the 2019 Budget as a result of the addition of the new full-time positions, and an estimated 15% increase in health and welfare benefits.

### *Contractuals/Commodities*

Contractual services and commodities make up the next largest share of the General Fund expenses. Contractual services are things provided or secured through contracts with others, including utilities, legal services, engineer/architect services, prisoner housing, and maintenance/operation of traffic signals. Commodities are consumable goods such as fuel, salt, program supplies, etc.



Contractuals and commodities account for a combined total of approximately \$4.1 million in 2020, less than a 1% increase over the 2019 Budget.

### *Capital*

The items detailed below were funded in the 2019 fiscal year, or the 2020 Recommended Budget. They represent technology and equipment replacement and upgrades previously identified through multi-year plans or “mission critical” to the operations of a particular Department or service.

The General Fund budget includes \$351,700 in capital expenses and an additional \$300,000 of Public Works equipment has been funded through the Equipment Reserve and Replacement Fund.

### General Overhead

- Wi-Fi Access Points (Hubs)

*An updated wi-fi network allows employees to access the network from any location in any City facility. This will provide greater efficiency in work and enhanced collaboration on team projects, and will also allow ancillary technology such as projectors, copiers, and monitoring equipment to utilize the network/internet without a direct network access point. Year Funded: 2020. Amount Funded: \$16,000. Fund: General Fund*

- Technology Replacement

*A regular technology replacement program has been developed to ensure that employees get a new computer before the first reaches the end of its useful life. Regular replacement also ensures that computer systems and operating software are compatible with the latest software and network system updates. Year Funded: 2020. Amount Funded: \$12,000. Fund: General Fund*

- Microsoft 365 Licensing

*The transition to Microsoft Office 365 from Google Chrome is recommended in the 2019 Budget. Staff anticipates improvements in technical support as well as security. Year Funded: 2019. Amount Funded: \$30,000. Fund: General Fund*

### Administration

- Laserfiche Upgrade

*Laserfiche is used for records management, document imaging and webform software. An upgrade to the existing applications allows this software to be used for additional applications such as routing documents, creating fillable forms online, and the improved public access to documents online. Year funded: 2019. Amount funded: \$12,000. Fund: General Fund*

### Community Development

- New Building Permitting and Code Enforcement Software

*New building permitting software application will be organized to better capture data needed for building permits and to track the progress of inspections. The software will also have a module for tracking code enforcement cases. New software will integrate with the City's GIS systems to provide geospatial data helpful in mapping where permits are issued or code cases occur. Year funded: 2019. Amount funded: \$40,000 (Cloud based applications could reduce this cost) Fund: General Fund*



## Public Works

- Single-axle Dump Truck  
*Replacement of the 2007 International dump truck used for snow plowing and asphalt patching. The new truck will have many safety upgrades including better lighting packages, fluorescent seatbelts and better hydraulic configurations. Year Funded: 2020. Amount Funded: \$185,000. Fund: Equipment Reserve and Replacement*
- ¾ Ton Pick-up Truck  
*Replacement of the 2007 Chevy 1500 pickup used for park maintenance, special events and winter sidewalk treatment. The new truck will be equipped with 4-wheel drive and have a higher payload capacity to increase flexibility in the field. Year Funded: 2020. Amount Funded: \$37,000. Fund: Equipment Reserve and Replacement*
- Skid Steer and Attachments  
*Replacing the 2007 Case 440 with a new Bobcat skid steer and attachments which will allow for increased production and efficiency in street maintenance activities. Year Funded: 2020. Amount Funded: \$78,000. Fund: Equipment Reserve and Replacement*
- Replace Tube Gas Heaters at Public Works Facility  
*The tube heaters prevent pipes from freezing and keep the diesel trucks at the appropriate temperature needed to ensure operation during the winter months. Year Funded: 2020. Amount Funded \$25,000. Fund: General Fund*
- Replace Lighted Arrow Board at Public Works Facility  
*The electronic arrow board, originally purchased in 2002 as part of the DUI checkpoint operations, is now used for street maintenance and repairs, and is crucial to crack sealing and patching operations to ensure crew safety. The new arrow board will meet all traffic control and safety measures required by federal law and include an updated LED light package for longer run time. Year Funded: 2020. Amount Funded: \$8,000. Fund: General Fund*

## Police

- Patrol Fleet Replacement  
*Every four years, the Police Department rotates out six (6) front line patrol vehicles. The current vehicles were acquired via a lease/purchase agreement in 2016. New vehicles will be secured through a lease purchase arrangement, and the cost will include the vehicle, light package, Panasonic tough-book (computer), prisoner cage, and other related equipment. The annual lease costs will be incurred for an additional 3 years. Year Funded: 2020. Amount Funded: \$125,000. Fund: General Fund*
- In-car Camera and Body Camera Replacement  
*The in-car video and body camera systems for the Department will be replaced. The new system will allow for video storage on the cloud, and will include: 10 in car camera systems for patrol vehicles, 38 body camera systems/charging station, 2 Motorcycle camera systems, 2 terabytes of cloud storage, redactive software, 5 year warranty, software updates and equipment replacement. Year Funded: 2020. Amount Funded: \$185,000. Fund: General Fund*
- Computer/Computer Replacement  
*The Department will replace an aging server and purchase a new server to support videos from the in-car and body camera video systems. Year Funded: 2020. Amount Funded: \$21,000. Fund: General Fund*



### *Debt Service/Lease Purchase*

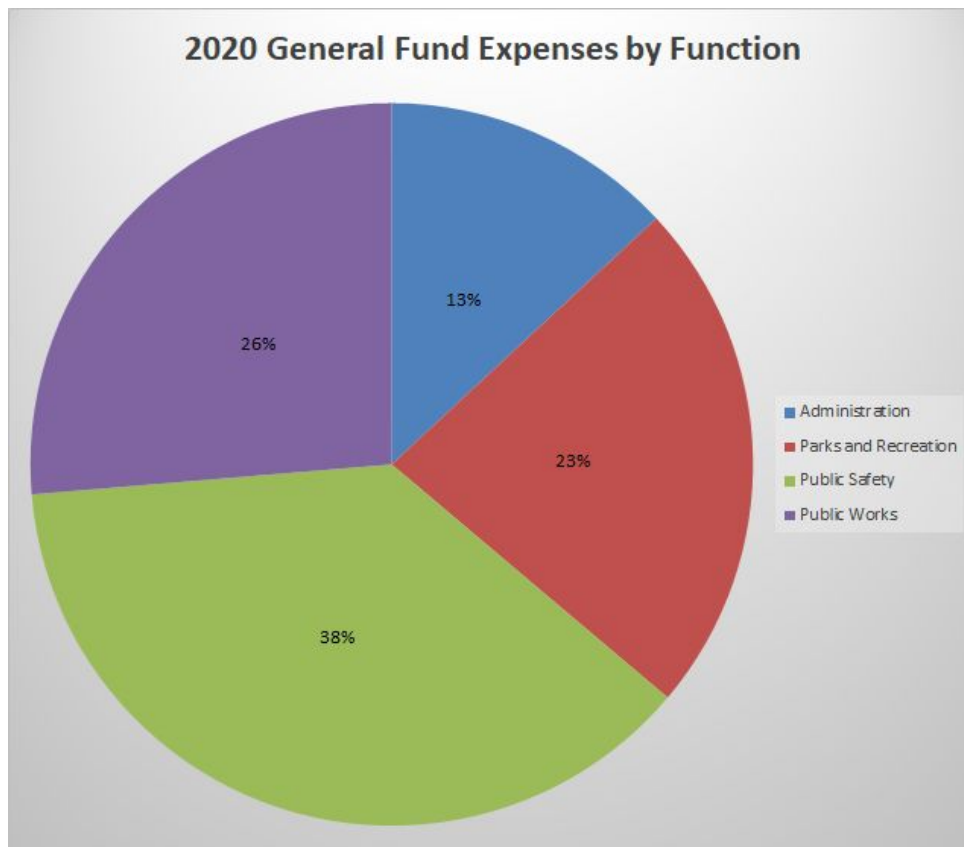
Debt service included in the General Fund relates to the repayment of the principal and interest for the GO Series 2013A bonds issued when the City acquired the street light system from KCPL. Annual debt service totals approximately \$80,000 each year and the debt retires in 2023. The lease/purchase payments detailed for the police patrol vehicles above are also accounted for in this expenditure category in the 2020 Recommended Budget.

### *Transfers*

Transfers are used to support programs and activities budgeted in other funds. The 2020 Recommended Budget includes a transfer from the General Fund to the Capital Improvement Fund in the amount of \$975,000 for street maintenance activities. A transfer in the amount of \$85,000 is also included, and represents a payment to the Solid Waste Utility Fund to subsidize a portion of the residential trash service contract. No additional transfers have been budgeted for 2020.

In addition to a review of expenditures by category, the 2020 Recommended General Fund expenses are illustrated by Department or functional area to assist in evaluating the resources expended on various service delivery activities.

Public Safety (Police and Municipal Court) accounts for the largest expense by function totaling an estimated \$4.7 million for 2020. Public Works (Public Works and Community Development) is second with estimated expenses of \$3.3 million, and Parks and Recreation comes in a close third with expenses totaling \$2.9 million in 2020. Administration (General Overhead, Legislative and Administration) rounds out the General Fund expenses by function with \$1.6 million. The table below represents each function as a percentage of total General Fund expenditures in the 2020 Recommended Budget.





## Supplemental Requests

The 2020 Recommended Budget also includes \$368,000 of supplemental programs. These are additional positions, programs, or equipment requested to enhance the existing services provided or to provide new services. The costs of the new programs and services are integrated into the applicable line items by Department and reflected in the budget totals.

## Legislative

### Increased budget for tree maintenance on public property, including ROW

Increased funding to address maintenance of trees on public property, including limited sections of KDOT Right-of-Way (specifically along Shawnee Mission Parkway). It is estimated this would be a recurring annual cost. Year Funded: 2020. Amount Funded: \$20,000. Fund: General Fund

### Increased Budget for Council constituent communications

The public relations line item in the Legislative budget was increased so staff and Council may explore options for increasing and/or improving communications with residents and businesses. Year Funded: 2020. Amount Funded: \$15,000. Fund: General Fund

### Greenhouse Gas Inventory Update

The funding will update the greenhouse gas emissions inventory completed in 2008 that informed the City of Mission's Climate Action Plan in 2009. The update will allow the City to evaluate the progress since 2009 and provide the opportunity to set new goals. Year Funded: 2019. Amount Funded: \$15,000. Fund: General Fund

## Community Development

### Re-establish City Planner Position

This entry level position would be responsible for general day-to-day zoning administration as well as preparation of staff reports for land use applications considered by the Planning Commission. The position will also undertake research on land use and zoning topics such as tear-down and rebuilds, green building codes, accessory dwelling units, and other items of relevance or interest. Year funded: 2020. Amount Funded \$93,000 (initial). Fund: General Fund.

## Parks and Recreation

### Upgrade Entry Desk, Lifeguard and Day Care Positions to Ensure Adequate Staffing

Several existing Entry Desk, Lifeguard and Day Care positions will become eligible for KPERS and Principal benefits, encouraging staff retention and providing customer facing services to patrons and visitors. Year Funded: 2019. Amount Funded: \$20,000. Fund: General Fund

## Police

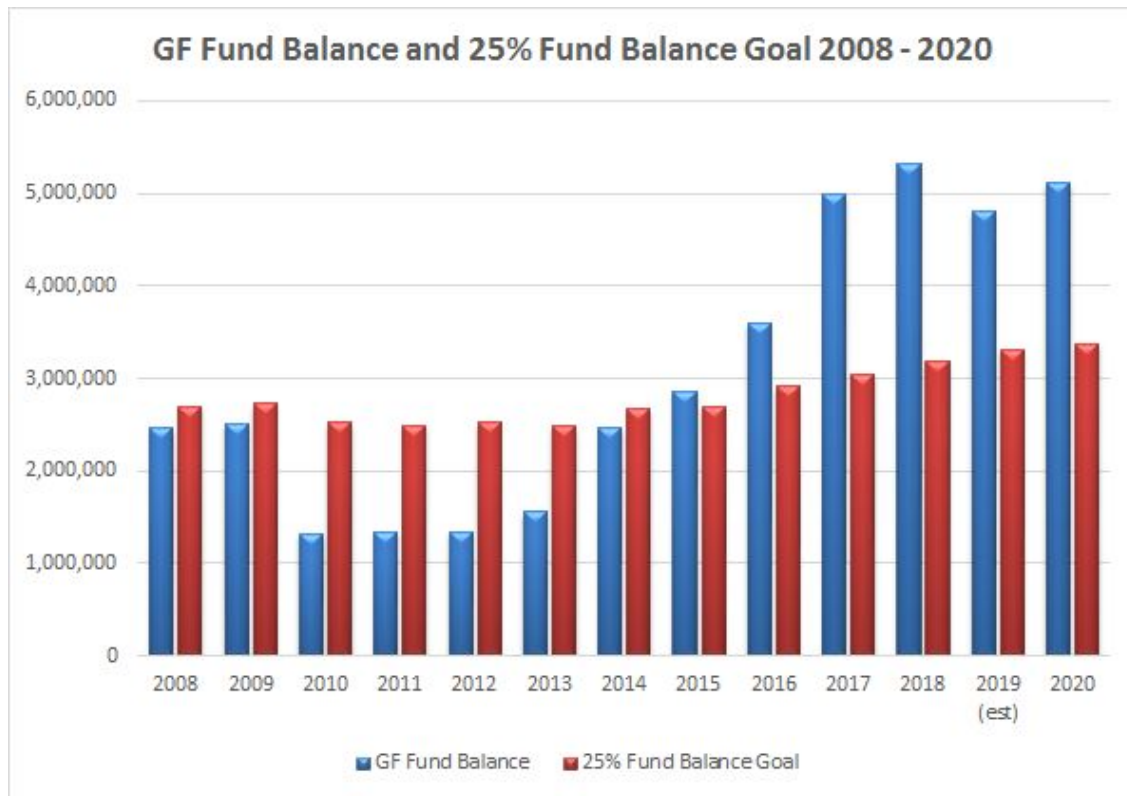
### Directed Patrol Unit

Conversion of two positions previously authorized for "over-hire" to permanent full-time positions in order to establish a Directed Patrol Unit (DPU). A Directed Patrol Unit is responsible for targeting areas of concern for criminal activity. Directed Patrol Unit Officers are trained in surveillance techniques, drug investigations, subpoena and search warrant procedures, electronic surveillance equipment, interrogation techniques, informant management, and cellular phone forensics. Salary and benefits for the two officers are estimated at \$135,000. A new low profile vehicle is also included for an estimated \$70,000. Year funded: 2020. Amount Funded: \$205,000. Fund: General Fund.



## Fund Balance

The 2020 Recommended Budget not only achieves the Council's 25% fund balance goal for the General Fund, but includes an estimated \$1.1 million in excess fund balance at December 31, 2020. A snapshot of fund balance since 2008 is included in the table below.



The rebuilding and maintenance of the General Fund fund balance was recently noted as one of the key contributing factors resulting in an upgrade to the City's bond rating with Standard and Poor's. This has the potential to generate significant savings in interest costs to the City on future debt issues.

### **2020 - 2024 Capital Improvement Program (CIP)**

The City uses a multi-year Capital Improvement Program (CIP) to address infrastructure investments. Mission's CIP is focused around three primary program areas: streets, stormwater, and parks and recreation. The CIP serves as a guide for the efficient and effective provision of public infrastructure facilities, outlining a schedule of capital projects over a five-year period of time.

Capital infrastructure projects are generally large in scope and often take several years to complete, making it more appropriate to handle them outside of the General Fund. The CIP's revenues and expenses are developed and approved as part of the annual budget process.

The City has consciously used debt to address deferred infrastructure needs and to complete projects which exceed the City's cash flow abilities. The amount of debt is continually evaluated in relationship to the overall increase in the City's net assets, as well as the useful life of the assets being constructed or repaired.

The majority of the City's existing debt is related to capital improvement projects. Annual debt service requirements remain constant at approximately \$4 million/year through 2022, then decrease significantly in 2023, and again in 2024 and 2027. All current debt supported by the capital project funds will be retired by 2031.



### Recommended Capital Improvement Program 2020-2024

The 5-year CIP is a planning document, designed to be fluid and flexible. The first year of the plan reflects the recommended capital budget for 2020. The remaining four years represent a schedule and estimate of future capital needs that **may** be funded given adequate revenues. The recommended 2020-2024 CIP includes the following policies and priorities:

1. Maintain the Stormwater Utility Fee at \$28 per ERU per month. This provides an estimated \$2.5 million annually in Stormwater Utility fees for repayment of debt service and maintenance of stormwater infrastructure.
2. Establish a property tax mill rate of 8.857 mills in Rock Creek Drainage District #1 which is anticipated to generate approximately \$4,500 annually.
3. Establish a property tax mill rate of 9.756 mills in Rock Creek Drainage District #2 which is anticipated to generate approximately \$85,000 annually.
4. Maintain the total mill levy in the General Fund at an estimated total mill rate of 17.866. The revenues equivalent to approximately 7 mills (\$975,000), will be transferred to the Capital Improvement Fund to support street maintenance activities.
5. Use revenues from the  $\frac{3}{8}$ -cent Parks & Recreation Sales Tax (\$875,000) for debt service on the outdoor aquatic facility, facility/equipment costs associated with the Sylvester Powell, Jr. Community Center and maintenance of the City's outdoor park and trail amenities.

The recommended 2020-2024 Capital Improvement Program is detailed with a spreadsheet for each program area and project worksheets which provide additional information and context for each project included in the 5-year plan. Highlights of each program area are detailed below.

#### **Stormwater Program**

Revenues in the City's stormwater program come primarily from:

1. Stormwater utility fees assessed annually to each parcel in the City of Mission (~\$2.5 million annually)
2. Drainage district revenues (~\$85,000 annually)
3. Gateway Special Assessment (~\$599,000 annually)

The stormwater utility fee of \$28/ERU/month, was last adjusted in 2017, and is recommended to remain constant for the 2020 Budget. The 2020-2024 CIP shows no changes to the stormwater utility fee over the five year program.

In the current fiscal year, the City is working to update and consolidate existing stormwater infrastructure information, specifically around the secondary stormwater system. The results of this condition assessment will assist in identifying and prioritizing secondary stormwater projects in the future.

Although no specific projects are identified beyond 2020, the stormwater program's repair and maintenance fund continues to be increased to address pipe/system failures which are occurring with greater frequency. A total of \$2.05 million is currently shown in the 5-Year program for this purpose. As specific projects are identified, the City will also have the opportunity to apply for SMAC funding which, if secured, will stretch the City's dollars further.

The only large capital project identified in the 2020-2024 stormwater program is the Rock Creek Channel project (just west of Nall to Roeland Drive). The \$5.2 million project is being designed in 2019 with construction in early 2020 that includes not only erosion control erosion elements, but also repair of the private parking/common areas of the Roeland Court Townhomes. A Community Improvement District (CID) has been established to allow private property owners to repay their portion of the project costs. The City issued GO Bonds Series 2019A to fund a portion of the project costs.



The stormwater projects/considerations included in the 2020 CIP include:

- Maintaining the stormwater utility fee at \$28/ERU/month
- Completion of a comprehensive stormwater condition assessment/inventory to help plan and guide future expenditures
- Inclusion of \$350,000 budget for repair and maintenance projects
- Construction of the Rock Creek Channel Project from the Mission Bowl floodwall to Roeland Drive

### **Street Program**

Currently, three revenue streams support the City's street and transportation network projects:

1. Special Highway funds (gas tax) distributed by the State (\$250,000 annually)
2. ¼-cent Sales Tax for Streets (~\$600,000 annually)
3. Mill levy dedicated to street maintenance (~\$975,000 annually)

Based on a number of variables, the 2020-2024 Street Program Plan continues to be somewhat fluid. Factors influencing the program include:

- Reserves to be held for potential resolution of the Transportation Utility Fee Class Action litigation
- Gateway Development (impact on Street Sales tax)
- Expiration/renewal of the ¼-cent Street Sales Tax (sunsets March 31, 2022)
- Procurement of outside funding (SMAC and STP funds) for the Johnson Drive project.
- Re-evaluation of the residential street maintenance program

The City is currently compiling a street asset inventory which will assist in determining the best treatments for the residential streets, and in prioritizing the work to be performed in a new, updated residential street maintenance program.

While work in the residential neighborhoods may have slowed over the last couple of years, street work throughout the City continues, including many larger scale projects which require significant resources. In 2019, the City will complete the reconstruction of Broadmoor (Martway to Johnson Drive). In 2020, a UBAS surface treatment of Lamar, from Shawnee Mission Parkway to Foxridge, will be completed leveraging Johnson County CARS funds and funding provided by the Safe Routes to Schools Programs. The improvements to this major arterial street in Mission will benefit residents and visitors alike.

Street Program projects included in the 2020 CIP are as follows:

- Continued dedication of revenue generated by 7 mills of General Fund property tax to the Street Program
- UBAS surface treatment of Lamar (Shawnee Mission Parkway to Foxridge)
- Design of improvements to Foxridge (51st to Lamar)
- Funding in the amount of \$200,000 reserved for full-depth reconstruction projects
- Funding in the amount of \$300,000 to address residential street and transportation network needs
- Continued funding in the amount of \$75,000 for miscellaneous Public Works maintenance projects
- Continued funding in the amount of \$25,000 for bridge inspections and maintenance

### **Parks & Recreation Program**

The Parks & Recreation Program Plan addresses the capital infrastructure needs of the Sylvester Powell, Jr. Community Center (SPJCC), the Mission Family Aquatic Center (MFAC), the City's eight (8) outdoor parks, and trails located throughout Mission. The program is funded primarily with:

1. ¾-cent Sales Tax for Parks and Recreation (~\$875,000 annually)



## 2. Special Parks and Recreation funds (alcohol tax) distributed by the State (~\$85,000 annually)

Debt service on the MFAC takes about 60% of the sales tax revenues generated. Maintenance and upkeep of the Community Center continues to demand significant resources as well. The remaining funds are continually being evaluated and prioritized to implement recommendations outlined in the Parks Master Plan.

Similar to the stormwater and street program plans, there are still a number of “placeholders” in future years that will need to be refined. In addition to the items included in the 5-Year Plan, an energy audit of the Community Center Facility is planned for the fall of 2019. Following the audit, staff anticipates a number of recommendations will be forthcoming to address this issues identified, including the potential for future cost savings.

We continue to be cognizant of the sunset (March 2023) on the Parks and Recreation Sales Tax which will impact how future improvements are programmed and prioritized. Parks and Recreation projects which included in the 2020 CIP are detailed below:

- Funding for restroom facilities at Mohawk Park
- Additional funding (\$100,000) for outdoor park improvements to be determined
- Replacement of the shade structures at the MFAC
- Painting and maintenance of the MFAC competition pool shell
- Replacement of lane lines for the MFAC
- Purchase of new conference center banquet chairs at SPJCC
- Resurfacing of the indoor pool deck
- Indoor pool slide maintenance
- Purchase of new conference center tables at SPJCC
- Replace small Kaivac cleaning machine
- Resurfacing of the indoor walking track
- Replacement of south kitchen flooring at the SPJCC

### **Other Funds**

The General Fund and the various funds that support the 5-Year Capital Improvement Program make up the majority of the City's total annual budget. Highlights from several of the remaining miscellaneous funds which the City maintains separately are detailed below.

#### **Special Alcohol Fund**

One-third of the alcohol tax funds allocated to the City from the state must be set aside in a separate fund and reserved for the treatment and/or prevention of drug and alcohol abuse. Revenues in the Special Alcohol Fund for 2020 are anticipated to be \$85,000.

Historically, the City has contributed the majority of these funds (\$50,000 recommended for 2020) to the Drug and Alcoholism Council. The Drug and Alcoholism Council (DAC), a program supported by the United Community Services of Johnson County, offers grants each year to various organizations within the county that provide alcohol and drug abuse prevention and treatment programs. The grants are structured in such a manner that the grantees have access to funds from multiple participating jurisdictions. The governing body of each jurisdiction has the ultimate authority and responsibility to determine which organizations receive funds.

Approximately \$15,000 is allocated to offset expenses associated with the DARE program in our local elementary schools. An additional \$30,000 is set aside to cover the costs associated with the Johnson County mental health co-responder program.



### Solid Waste Utility Fund

The Solid Waste Utility Fund accounts for the fees collected from single-family residential properties which are used to support the annual trash, recycling and yard waste contract with Waste Management. The current contract expires December 31, 2019 and it will go out to bid. Solid Waste Utility rates will need to be certified to the County prior to negotiation and award of a new contract. The Budget and transfers have been held at the 2019 rates recognizing that the Council will have several important policy decisions to make. The General Fund fund balance provides adequate flexibility for the Council to consider options until a new budget period takes effect. Council should consider certifying rates at the current \$175.03 per single family parcel. Utility fees are collected as a part of the annual real estate property tax bill.

### Mission Convention and Visitors Bureau (MCVB) Fund

The Mission Convention and Visitors Bureau (MCVB) was formed by City ordinance in February of 2009, and replaced the former Mission Business Development Committee (MBDC) first established in August of 2003 to assist in the revitalization and redevelopment of the Mission business district. In 2016, the Council disbanded the MCVB Committee, but the fund is maintained to account for transient guest tax revenues (9% hotel/motel tax) received by the City. These funds are used exclusively to support the publication and distribution of five issues of the *Mission Magazine* each year.

The MCVB Fund also currently manages revenues and expenses for the Mission Business Partnership and the annual Holiday Adoption program on a “pass-through” basis, and is anticipated to continue to do so in the 2020 Budget. The 2020 budget includes \$10,000 for the purchase of banners (2 styles) for the entire length of Johnson Drive.

### Mission Crossing TIF/CID Fund

This Fund is used to account for the revenues and expenses associated with the Tax Increment Financing District (TIF) and Community Improvement District (CID) associated with the Mission Crossing Development. This is the development at Metcalf/Broadmoor/Martway that includes the Welstone facility, Culvers, Chik-fil-A, and the small retail strip center.

All distributions from this fund are made in accordance with a development agreement for this project, and reimburse the developer for certain approved development costs. The TIF property tax revenues are distributed to the City through Johnson County. The TIF sales tax (1% City General) and CID sales tax (1% additional) are received from the State. Staff verifies and performs any necessary calculations prior to distributing to the developer on a quarterly basis.

### Cornerstone Commons CID Fund

This fund is used to account for the revenues and expenses associated with the Community Improvement District (CID) associated with the Cornerstone Commons Development. The development is located at Barkley/Johnson Drive and includes the Natural Grocer, several restaurants and office space.

All distributions from this fund are done in accordance with a development agreement, and reimburse the developer for certain approved development costs. The CID sales tax (1% additional) is received from the State and calculated/verified and distributed by staff. Payments are made to the developer quarterly.

### **Summary**

The City's Leadership Team is grateful to the Mayor and City Council for their many hours of work and focused attention throughout the budget development process. We look forward to adoption and implementation of the 2020 Recommended Budget.



## City of Mission 2020 Annual Budget

### Financial Structure

#### Basis of Presentation

In determining the agencies or entities which comprise the City for financial reporting purposes, the criteria of oversight responsibility over such agencies or entities, special financing relationships and scope of public service provided by the agencies or entities is used. Oversight responsibility is determined by the extent of financial interdependency, control over the selection of the governing authority and management, ability to significantly influence operations and accountability for fiscal matters. Based on these criteria, there are no other agencies or entities which should be included in the financial statements of the City.

The accounts of the City are organized on the basis of funds and groups of accounts, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which comprise its assets, liabilities, equities, revenues, and expenditures. The various funds are grouped by type in the financial statements. Within each fund type exists one or more funds. The following fund types and account groups are used by the City.

#### Fund Structure

Governmental Funds are those through which most governmental functions of the City are financed. The acquisition, use, and balances of the City's expendable financial resources and the related liabilities (other than those in proprietary funds) are accounted for through governmental funds. The measurement focus is upon determination of changes in financial position. The following are the City's governmental fund types:

- **The General Fund** is the principal fund of the City and accounts for all financial transactions not accounted for in other funds. The general operating expenditures, fixed charges and capital improvement costs that are not paid through other funds are financed through revenues received by the General Fund.
- **Capital Project Funds** are used to account for financial resources segregated for the acquisition or construction of major capital facilities/infrastructure.
  - Capital Improvement Fund
  - Vehicle and Equipment Replacement Fund
- **Special Revenue Funds** are used to account for revenues derived from specific taxes, inter-governmental sources, or other revenue sources which are designated to finance particular functions or activities of the City.



- Storm Water Utility Fund
- Street Sales Tax Fund
- Parks and Recreation Sales Tax Fund
- Special Highway Fund
- Special Alcohol Fund
- Special Parks and Recreation Fund
- Solid Waste Utility Fund
- Mission Convention and Visitor's Bureau Fund
- Mission Crossing TIF/CID Fund
- Cornerstone Commons CID Fund
- Rock Creek Drainage District Fund #1
- Rock Creek Drainage District Fund #2

### Basis of Accounting

The modified accrual basis of accounting is utilized by all governmental and agency fund types. Under the modified accrual basis of accounting, revenues are recorded as collected unless susceptible to accrual, i.e. amounts measurable and available to finance the City's operations or of a material amount and not received at the normal time of receipt. Significant revenues which are considered susceptible to accrual include delinquent property taxes (on the basis of amounts expected to be collected within 60 days of year-end); sales, utility and franchise taxes; interest; and certain State and Federal grants and entitlements. Expenditures, other than interest on long-term debt, are recorded when the liability is incurred. The City has implemented GASB 34, which will use the accrual basis in some financial statements.

In applying the susceptible-to-accrual concept to intergovernmental revenues, the legal and contractual requirements of the numerous individual programs are used as guidance. There are, however, essentially two types of these revenues. In one, funds are virtually unrestricted as to purpose of expenditures and are usually revocable only for failure to comply with prescribed compliance requirements. These resources are reflected as revenues at the time of receipt or earlier if susceptible-to-accrual criteria are not met.

Licenses and permits, charges for services, fines and forfeitures, and miscellaneous revenues are recorded as revenues when received in cash because they are generally not measurable until actually received.

### Budgetary Basis and Ending Cash Position

The final budget adopted by the City Council must be a balanced budget, where total resources equal total obligations. The State Budget Law prohibits a budget which projects spending in excess of available resources. The Budget Law further prohibits unappropriated balances in funds supported by general tax levies. The City's budget is prepared on the modified accrual basis and assumes that prior year's ending cash balances will be fully utilized to balance the budget.



While the Fund Balance is not an annual source of revenue to fund operations of the City, year-end carryovers are used to fund future year operating and capital budgets. It is critical that adequate fund balance reserves are kept to meet unexpected operating or capital demands and to cover any unanticipated revenue shortfalls. The State Budget Law requires that budgeted ending fund balances be zero. However, revenue estimates are conservative and the City does not expect to expend budgeted reserves. Therefore, the City expects to finish the budget year with a fund balance.

Encumbrances, which represent purchase orders, contracts, and other commitments, are treated as budgetary expenditures in the year incurred.

#### Additional Considerations

In order to insure that Kansas public agencies will conduct their financial affairs in a fiscally responsible manner, the State Legislature enacted a cash-basis law in 1933 (K.S.A. 10-1101 to 10-1122) which makes it unlawful for the Governing Body of any municipality to create any indebtedness in excess of the amount of funds actually on hand in the treasury of such municipality at the time for such purpose, or to authorize the issuance of any order, warrant, or check or other evidence of indebtedness of such municipality in excess of the funds actually on hand in the treasury of such municipality at the time for such purpose. The essence of the cash basis law is to prohibit municipalities from spending more than they receive annually in operating revenues, and to prevent the issuance of short-term debt to cover operating expenditures.

The Kansas Statutes and the Director of Accounts and Reports provide for municipal record keeping in conformance with the cash-basis and budget laws of the State of Kansas. Separate funds are maintained for specific purposes and projects in accordance with state law, the State Division of Accounts and Reports, Department of Administration, bond covenants, tax levies, commitments for grants and ordinances and resolutions passed by the City Council. Revenues and expenditures are accounted for and an annual report produced showing revenues received, encumbrances and expenditures against budgeted revenues and expenditures.

Annual audits of the City's financial records are performed by a firm of certified public accountants in accordance with generally accepted auditing standards. The annual audit is filed with the State Division of Accounts and Reports.



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## City of Mission 2020 Annual Budget

### Budget Adoption Process

#### Policy

It is the policy of the City Council to plan for the orderly operation of the City by the adoption of an annual budget of all anticipated revenues and expenditures according to K.S.A. 79-2929 et. Seq.

#### Responsibilities

The City Council is responsible for adopting an annual budget for all funds for which the City is responsible.

The City Administrator is responsible for recommending a balanced budget to the Council for adoption.

The Finance Director is responsible for establishing the budget schedule; evaluating department requests; estimating revenues, expenses, and financial impacts of budget proposals; ensuring compliance with applicable state budget laws; providing the Council with the information necessary for it to make responsible decisions; and administering the financial policies and procedures.

#### Budget Development Process

During the first quarter of each year, the Finance Director and the City Administrator establish the calendar for adoption of the annual operating budget for the following year. The calendar is designed to allow sufficient time for preparation of budget requests, public comment, staff and administrative review, Council consideration, and publication and submission deadlines established by statute. All dates are to be considered mandatory deadlines unless otherwise modified by the City Administrator.

The Finance Director shall issue budget forms and instructions to departments in early April. All departments shall submit their budget requests according to the schedule and instructions.

The Finance Director will review and evaluate the budget requests, and assist the City Administrator in formulating a budget to be recommended to the Council. Departments shall be prepared to fully explain and justify their requests to the City Administrator.

The City Administrator will formulate a recommended budget and submit it to the Council for consideration. The Council will meet in work sessions and committee meetings to consider and discuss the budget. The Council may invite officials,



departments, and agencies to present additional information or justifications concerning their requests.

After review by the Council and action to set a public hearing date, the Finance Director will publish the proposed budget and notice of public hearing in the City's official newspaper. The public hearing shall be scheduled at least 10 days after the publication of the proposed budget, but no later than August 15th, in accordance with the statutes.

The Council will hold a public hearing on the date and at the time specified in the publication for the purposes of hearing taxpayer questions and comments concerning the proposed budget. The public hearing may or may not be scheduled on the same date as formal adoption of the budget.

The Council shall adopt an annual budget and the Finance Director will file it with the County Clerk on or before August 25<sup>th</sup>. The mill rate that is set as part of the annual budget will be applied by the County Clerk to the assessed value of property within the City to calculate individual property tax bills that are sent in November and collected and remitted to the City in January.

The fiscal year begins on January 1<sup>st</sup>.



## City of Mission 2020 Annual Budget

### Summary of Revenue Sources

<b>GENERAL FUND</b>		
<b>Description</b>	<b>Basis of Projection</b>	<b>Additional Information</b>
Local Ad Valorem Property Tax	The mil levy is based on the amount of ad valorem property tax required to fund the proposed 2020 budget. The mill levy is based on a projected assessed valuation in 2019 of \$174,321,797 (10.157 mills, with an additional 7 mills for street projects transferred to the CIP Fund).	The basis of this tax is the assessed valuation of taxable real and tangible personal property within the City. State law requires that all real and tangible personal property shall be assessed at fair market value. Property is classified into various categories and assessed at a percentage of the fair market value for that category. The City sets the tax rate within the parameters of the State Budget Law.
Delinquent Property Tax	Based on historical receipts.	The County Clerk is responsible for placing on the tax rolls any land or improvements that have previously escaped taxation in the amount equal to that amount that would have been paid had the property been on the tax rolls, plus delinquent taxes paid after the due date.
City Sales Tax	Based on historical receipts and trends.	The City levies a 1% general sales tax on all nonexempt retail sales within the City.
Compensating Use Tax	Based on historical receipts and trends.	The compensating use tax is a 1% general sales tax levied on equipment, goods and materials purchased outside of the city, but delivered to the city for consumption. The most common example of this are purchases made on-line.
Countywide Sales Tax	Based on historical receipts and trends. This is the City's share of the countywide .6% sales tax.	The proceeds of the countywide sales tax are distributed by the State Department of Revenue based on the following formula: One half of all revenue collected within the County shall be apportioned among the County and cities in the proportion of each entity's total taxing effort in the preceding year relative to the total taxing effort of all cities and the



Countywide Sales Tax (cont.)		County in the preceding year. The remaining one half of the revenue shall be apportioned to the County and cities in the proportion each entity's population has relative to the total population of the County. The County share shall be calculated by the percentage of people residing in unincorporated areas.
Countywide Sales Tax - Public Safety	Based on historical receipts and trends. This is the City's share of the countywide .25% Public Safety sales tax.	The portion of the Countywide Sales Tax due to the passage of the Public Safety Sales Tax is based on the following formula: One half of all revenue collected from the additional .25% sales tax shall be apportioned to the County. The remaining half shall be apportioned based on the formula used to distribute Countywide Sales Tax as previously stated.
Countywide Sales Tax – Jail	Based on historical receipts and trends. This is the City's share of the countywide .25% Jail sales tax.	The portion of the Countywide Sales Tax due to the passage of the Jail Sales Tax is based on the following formula: One half of all revenue collected from the additional .25% sales tax shall be apportioned to the County. The remaining half shall be apportioned based on the formula used to distribute Countywide Sales Tax as previously stated.
Countywide Sales Tax – Court House	Based on historical receipts and trends. This is the City's share of the countywide .25% courthouse sales tax adopted in 2016.	The portion of the Countywide Sales Tax due to the passage of the Sales Tax for a new courthouse is based on the following formula: One half of all revenue collected from the additional .25% sales tax shall be apportioned to the County. The remaining half shall be apportioned based on the formula used to distribute Countywide Sales Tax as previously stated.
Motor Vehicle Tax	Based on estimates received from the County Treasurer.	The basis of this tax is the levy of a county average mill rate applied against the assessed valuation of registered motor vehicles within the City. The tax is payable in full annually at the time of vehicle registration. Distribution is made as the revenue is collected.



Alcohol Tax	Based on estimates received from the County Treasurer.	The State levies a 10% surtax on the sale of all alcoholic beverages sold by any club, caterer or drinking establishment. 70% of the taxes paid within the city limits are returned to the city and must be allocated 1/3 to each of the following funds: General, Special Parks and Recreation, and Special Alcohol.
Franchise Fees	Based on historical receipts and trends.	The City levies a franchise fee of 5% on gross receipts from the electric, gas, cable, and telephone utilities operating within the City limits. Electric and gas fees can fluctuate with the weather. Cold winters will result in higher gas usage. Cable and telephone fees have traditionally been more stable, but consumer demands and increasing options have resulted in a decline in fees over the past several years.
Licensing Fees	Based on department estimates and historical receipts.	Fees for business and liquor licensing.
Plan Review and Inspection Fees	Based on department estimates.	The City collects fees for land use site plan review, building construction plan review, and building construction inspections. Fees are collected based on the schedule established by the County.
Parks Special Event Revenues	Based on department estimates and historical receipts.	Fees for summer and winter camps at the Community Center.
Mission Family Aquatic Center Revenues	Based on department estimates and historical receipts and trends.	Annual memberships, daily admissions and concession sales at the Mission Family Aquatic Center.
Community Center Revenues	Based on department estimates and historical receipts and trends.	Annual memberships, daily admissions, classes, and rentals at the Community Center.
Fines	Primarily court fines. Based on departmental estimates.	Fines are set by a combination of State law, municipal code and judge's actions.
Interest Income	Based on the percentage return on investments and available cash balances.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased.
Charges for Services	Based on historical receipts and trends.	Primarily made up of court costs and weed and nuisance abatement fees.



Miscellaneous Revenue	Based on historical receipts and trends. Based on the nature of these revenues, it is difficult to make accurate estimates.	Various revenues of a miscellaneous nature including, but not limited to, copy fees, sale of books and maps, sale of fixed assets and various reimbursements.
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#### **CAPITAL IMPROVEMENT FUND**

Interest Income	Based on the percentage return on investments and available cash balances.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased
Interfund Transfers	An equivalent of 7 mills of ad valorem property tax that is collected each year is transferred from the General Fund to the Capital Improvement Fund.	Council may authorize transfers from other funds as allowed by state statute to support construction or debt service for capital improvement projects.
Bond Proceeds	No bonds are anticipated to be sold this fiscal year.	Council may authorize the issuance of debt to finance capital improvement projects.
Intergovernmental Revenue		Includes reimbursement of county, state or federal funds allocated to capital projects.

#### **STORMWATER UTILITY FUND**

Storm Water Utility Fee	Based on equivalent residential units (ERUs) of impervious surface on developed parcels within the city.	Equal to \$28 per month per ERU. This represents an annual charge of \$336/year for every single-family property. Larger property owners pay a proportional share based on square footage of impervious surface.
Bond Proceeds	\$4.2 in General Obligation bonds were sold in fiscal year 2019 to fund improvements to the Rock Creek channel.	Council may authorize the issuance of debt to finance capital improvement projects.
Interest Income	Based on the percentage return on investments and available cash balances.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased.

#### **SPECIAL HIGHWAY FUND**

Fuel Tax	Based on historical receipts and trends, and estimates provided by the League of Kansas Municipalities.	This is derived from a state tax on motor vehicle fuel and special fuel sales. The tax is apportioned to the County and cities based on statutory formulas. The City's
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		portion is determined on a per capita basis.
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#### **SPECIAL ALCOHOL FUND**

Alcohol Tax	Based on estimates received from the County.	The State levies a 10% surtax on the sale of alcoholic beverages sold by any club, caterer, or drinking establishment. 70% of the taxes paid within the City limits are returned to the respective cities and must be allocated 1/3 to each of the following funds: General, Special Parks and Recreation, and Special Alcohol.
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#### **SPECIAL PARKS AND RECREATION FUND**

Alcohol Tax	Based on estimates received from the County.	The State levies a 10% surtax on the sale of all alcoholic beverages sold by and club, caterer, or drinking establishment. 70% of the taxes paid within the City limits are returned to the respective cities and must be allocated 1/3 to each of the following funds: General, Special Parks and Recreation, and Special Alcohol.
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#### **SOLID WASTE UTILITY FUND**

Solid Waste Utility Fees	Established annually and collected on the property tax bill. \$14.17 / household / month in 2020.	Fees for a portion of contractual trash services provided to all single-family residences.
Interest Income	Based on the percentage return on investments and available cash balances.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased
Transfer from General Fund	Reviewed and established annually during the budget process.	General Fund supplement to utility fees collected per residential household.

#### **STREET SALES TAX BOND FUND**

Special City Sales Tax - Streets	Based on historical trends.	In December 2011, voters approved an additional .25% sales tax for street and infrastructure improvements. Sales tax sunsets in 2022.
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Interest Income	Based on the percentage return on investments and available cash balances.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased.
Bond Proceeds	No bonds are anticipated to be sold this fiscal year.	Council may authorize the issuance of debt to finance capital improvement projects.
Intergovernmental Revenue		Includes reimbursement of county, state or federal funds allocated to street/transportation projects.

#### **PARKS & RECREATION SALES TAX FUND**

Special City Sales Tax - Parks & Recreation	Based on historical trends.	In November 2012, voters approved an additional .375% sales tax dedicated to parks and recreation programs and facilities. Sales tax sunsets in 2023.
Interest Income	Based on the percentage return on investments and available cash balances.	K.S.A. 12-1675 and Council policy restrict the type of investments and where they may be purchased.
Bond Proceeds	No bonds are anticipated to be sold this fiscal year.	Council may authorize the issuance of debt to finance capital improvement projects.
Intergovernmental Revenue		Includes reimbursement of county, state or federal funds allocated to parks and recreation projects.



City of Mission 2020 Annual Budget

All Funds Summary

	<u>General Fund</u>	<u>Capital Improv. Fund</u>	<u>Equipment Reserve and Replacement Fund</u>	<u>Storm Water Utility Fund</u>	<u>Trans. Fund</u>	<u>Street Sales Tax Fund</u>	<u>Parks &amp; Recreation Sales Tax Fund</u>
<b>BEGINNING FUND BALANCE</b>	<b>\$ 4,811,005</b>	<b>\$ 311,525</b>	<b>\$ 466,091</b>	<b>\$ 5,266,297</b>	<b>\$ 15,938</b>	<b>\$ 240,026</b>	<b>\$ 753,257</b>
<b>REVENUES</b>							
Property Taxes	1,665,000			-			
Property Taxes For Streets	975,000						
Payment in Lieu of Taxes							
Motor Vehicle Taxes	268,300						
Sales and Use Taxes	3,650,000					600,000	875,000
Franchise Tax Fees	1,127,500						
Transient Guest Tax							
Licenses and Permits	158,700						
Plan Review/Insp. Fees	225,000						
Police Fines	1,160,500						
Charges for Services	114,500						
Bond/Lease Proceeds	450,000	-		18,220			
Miscellaneous and Other	135,000	67,360	49,500	40,000	-	15,000	-
Intergovernmental Rev.	1,562,000	489,530		-	-		
Pool Revenues	155,000						
Community Center Rev.	1,849,400						
Special Assessments				599,000			
Solid Waste Utility Fees							
Stormwater Utility Fees				2,535,000			
Transportation Utility Fees					-		
Transf. from Other Funds	-	1,258,575	-	88,000	-	-	-
<b>TOTAL REVENUES</b>	<b>\$ 13,495,900</b>	<b>\$ 1,815,465</b>	<b>\$ 49,500</b>	<b>\$ 3,280,220</b>	<b>\$ -</b>	<b>\$ 615,000</b>	<b>\$ 875,000</b>
<b>EXPENDITURES</b>							
Personal Services	7,881,360	-	-	-	-	-	-
Contractual Services	3,517,680	-	-	400,000	-	-	-
Commodities	579,200	-	-	-	-	-	-
Capital Outlay	351,700	1,466,480	300,000	4,561,237	-	375,000	-
Debt/Lease Service	205,000	550,838	-	2,614,160	-	470,060	529,100
Cont./Reserves/Trans.	-		-			-	60,000
Transfers to Other Funds	1,060,000	-	-	283,575	-	-	-
<b>TOTAL EXPENDITURES</b>	<b>\$ 13,594,940</b>	<b>\$ 2,017,318</b>	<b>\$ 300,000</b>	<b>\$ 7,858,972</b>	<b>\$ -</b>	<b>\$ 845,060</b>	<b>\$ 589,100</b>
<b>Difference</b>	<b>(99,040)</b>	<b>(201,853)</b>	<b>(250,500)</b>	<b>(4,578,752)</b>	<b>-</b>	<b>(230,060)</b>	<b>285,900</b>
<b>ENDING FUND BALANCE</b>	<b>\$ 4,711,965</b>	<b>\$ 109,672</b>	<b>\$ 215,591</b>	<b>\$ 687,545</b>	<b>\$ 15,938</b>	<b>\$ 9,966</b>	<b>\$ 1,039,157</b>



City of Mission 2020 Annual Budget

All Funds Summary

Special Highway Fund	Special Alcohol Fund	Special Parks & Recreation Fund	Solid Waste Utility Fund	MCVB Fund	Mission Crossing TIF/CID Fund	Cornerst. Commons TIF/CID Fund	RC Drainage #1 Fund	RC Drainage #2 Fund	All Funds
\$ 48,726	\$ 110,696	\$ 98,346	\$ (6,011)	\$ 121,343	\$ 8,439	\$ 3,533	\$ 11,909	\$ 27,033	\$ 12,288,152
					210,000		5,000	90,000	1,970,000
									975,000
									-
									268,300
					160,000	70,000			5,355,000
									1,127,500
				60,000					60,000
									158,700
									225,000
									1,160,500
									114,500
		-							468,220
100		200	100	35,500			-	100	342,860
250,000	85,000	85,000							2,471,530
									155,000
									1,849,400
									599,000
			588,000						588,000
									2,535,000
									-
-	-	-	95,000	-	-	-	-	-	1,441,575
\$ 250,100	\$ 85,000	\$ 85,200	\$ 683,100	\$ 95,500	\$ 370,000	\$ 70,000	\$ 5,000	\$ 90,100	\$ 21,865,085
-	15,000	-	-	-	-	-	-	-	7,896,360
-	80,000	-	672,000	85,500	370,000	70,500	-	-	5,195,680
25,000	1,000	-	500	-	-	-	-	-	605,700
225,000	-	-	-	10,000	-	-	-	-	6,989,417
-	-	67,655	-	-	-	-	-	-	4,436,813
									60,000
-	-	-	-	-	-	-	3,000	85,000	1,431,575
\$ 250,000	\$ 96,000	\$ 67,655	\$ 672,500	\$ 95,500	\$ 370,000	\$ 70,500	\$ 3,000	\$ 85,000	\$ 26,915,545
100	(11,000)	17,545	10,600	-	-	(500)	2,000	5,100	(5,050,460)
\$ 48,826	\$ 99,696	\$ 115,891	\$ 4,589	\$ 121,343	\$ 8,439	\$ 3,033	\$ 13,909	\$ 32,133	\$ 7,237,692



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# 2020 General Fund Summary





City of Mission 2020 Annual Budget

General Fund Summary

	Actual 2017	Actual 2018	Budget 2019	Proposed 2020	% Change 2019/2020
<b><u>BEGINNING FUND BALANCE</u></b>	\$ 4,182,340	\$ 4,678,463	\$ 5,325,206	\$ 4,811,005	
<b><u>REVENUES</u></b>					
Property Taxes	\$ 1,443,538	\$ 1,562,830	\$ 1,630,000	\$ 1,665,000	2%
Property Taxes For Streets	885,441	904,892	950,000	975,000	3%
Motor Vehicle Taxes	232,966	248,567	261,050	268,300	3%
Sales/Use Taxes	3,297,774	3,567,976	3,600,000	3,650,000	1%
Franchise Taxes	1,061,940	1,155,819	1,206,800	1,127,500	-7%
Licenses and Permits	162,469	155,509	156,200	158,700	2%
Review/Plan Inspection Fees	223,805	351,203	622,000	225,000	-64%
Police Fines	1,232,040	992,590	1,112,300	1,160,500	4%
Service Charges	277,184	261,551	115,225	114,500	-1%
Pool Revenue	121,191	136,002	153,000	155,000	1%
Community Center Revenue	1,758,157	1,675,697	1,775,825	1,849,400	4%
Intergovernmental Revenue	1,441,348	1,509,397	1,538,000	1,562,000	2%
Miscellaneous	171,490	204,181	125,000	135,000	8%
Bond/Lease Proceeds	-	-	-	450,000	
Transfers In	-	-	-	-	
Total	\$ 12,309,342	\$ 12,726,214	\$ 13,245,400	\$ 13,495,900	2%
<b><u>EXPENSES</u></b>					
Personnel Services	\$ 6,195,118	\$ 6,668,388	\$ 7,231,760	\$ 7,881,360	9%
Contractual Services	2,915,158	2,895,570	3,690,820	3,517,680	-5%
Commodities	441,762	499,802	544,610	579,200	6%
Capital Outlay	405,259	279,051	928,852	351,700	-62%
Debt Service/Lease-Purchase	279,125	273,948	203,559	205,000	1%
Contingency/Reserve	298,079	347,820	-	-	
Sub Total for Expenses	\$ 10,534,501	\$ 10,964,579	\$ 12,599,601	\$ 12,534,940	-1%
Transfers Out					
Storm Water Utility Fund	\$ -		\$ -	\$ -	
Capital Improvement Fund	885,368	904,892	950,000	975,000	3%
Solid Waste Fund	85,000	110,000	110,000	85,000	-23%
Equipment Replacement Fund	308,350	100,000	100,000	-	-100%
Sub Total for Transfers Out	\$ 1,278,718	\$ 1,114,892	\$ 1,160,000	\$ 1,060,000	-9%
Total for Expenses	\$ 11,813,219	\$ 12,079,471	\$ 13,759,601	\$ 13,594,940	-1%
<b><u>DIFFERENCE (Revenues/Expenses)</u></b>	\$ 496,123	\$ 646,743	\$ (514,201)	\$ (99,040)	
<b><u>ENDING FUND BALANCE</u></b>	\$ 4,678,463	\$ 5,325,206	\$ 4,811,005	\$ 4,711,965	-2%
Fund Balance Adjustments					
Restricted (25% General Fund Revenues)	\$ 3,077,335	\$ 3,181,553	\$ 3,311,350	\$ 3,373,975	
Committed	106,882	129,463	120,000	160,000	
Assigned	346,192	229,000	100,000	-	
Total for Fund Balance Adjustments	\$ 3,530,409	\$ 3,540,016	\$ 3,531,350	\$ 3,533,975	0%
<b><u>UNRESTRICTED FUND BALANCE</u></b>	<b>\$ 1,148,054</b>	<b>\$ 1,785,189</b>	<b>\$ 1,279,655</b>	<b>\$ 1,177,990</b>	



# City of Mission 2020 Annual Budget

## Revenue Detail

	Actual 2017	Estimate 2018	Actual 2018	Estimate YE 2019	Budget 2020
<u>Property Tax</u>					
Real Estate Tax (General Property Tax)	1,431,094	1,500,000	1,540,940	1,618,000	1,650,000
Delinquent Real Estate Tax	12,445	15,000	21,890	12,000	15,000
Property Tax	1,443,538	1,515,000	1,562,830	1,630,000	1,665,000
<u>Property Tax for Streets (7 Mills)</u>	885,441	900,000	904,892	950,000	975,000
<u>Motor Vehicle Tax</u>					
Motor Vehicle Tax	229,186	247,000	243,911	256,000	263,000
Recreational Vehicle Tax	893	600	800	800	800
Heavy Truck Tax	2,646	2,500	3,856	3,750	4,000
Rental Excise Tax	-	-	-	-	-
Delinquent Personal Property Tax	241	500	-	500	500
Motor Vehicle Tax	232,966	250,600	248,567	261,050	268,300
<u>City Sales/Use Tax</u>					
City Sales Tax	2,351,684	2,400,000	2,389,704	2,400,000	2,420,000
City Use Tax	946,090	950,000	1,178,272	1,200,000	1,230,000
City Sales/Use Tax	3,297,774	3,350,000	3,567,976	3,600,000	3,650,000
<u>Franchise Tax</u>					
KCP&L	703,739	700,000	789,193	750,000	750,000
KS Gas Service	190,778	225,000	217,748	300,000	225,000
SBC Telephone	20,270	25,000	19,497	20,000	19,000
Consolidated Telephone (formerly SureWet)	4,160	5,000	3,899	3,800	3,500
AT&T (SBC) Video	37,370	33,000	30,442	28,500	27,000
Consolidated Video (formerly SureWest)	14,268	15,000	12,050	23,000	20,000
Spectrum Video (formerly Time Warner)	59,011	58,000	56,238	55,000	55,000
Google (New)	32,344	30,000	26,752	26,500	28,000
Franchise Tax	1,061,940	1,091,000	1,155,819	1,206,800	1,127,500
<u>Licenses and Permits</u>					
Occupational License	97,276	91,000	92,957	93,000	95,000
Public Works Permits	5,475	4,000	3,625	5,000	3,500
Rental License	43,874	40,000	46,524	45,000	45,000
Rental Inspection Fee	-	3,000	-	-	1,000
Tree Service License Fee	30	200	40	200	200
Sign Permit Fee	3,141	5,000	4,938	5,000	5,000
Land Use Fee	3,453	2,000	1,625	1,500	1,500
Liquor License	6,800	5,000	4,025	4,000	5,000
Operator/Solicitor/Massage License	1,870	3,000	1,175	2,000	2,000
Animal License	550	100	600	500	500
Licenses and Permits	162,469	153,300	155,509	156,200	158,700
<u>Plan Review/Inspection Fees</u>					
Building Permit Fees	142,109	175,000	255,060	371,000	150,000
Plan Review Fees	81,696	100,000	96,142	251,000	75,000
Plan Review/Inspection Fees	223,805	275,000	351,203	622,000	225,000



# City of Mission 2020 Annual Budget

## Revenue Detail

	Actual 2017	Estimate 2018	Actual 2018	Estimate YE 2019	Budget 2020
<u>Intergovernmental Revenue</u>					
<b>County Sales/Use Tax</b>					
County Sales Tax	663,659	650,000	675,322	685,000	695,000
County Use Tax	<u>139,875</u>	<u>140,000</u>	<u>143,185</u>	<u>146,000</u>	<u>150,000</u>
County Sales/Use Tax	803,534	790,000	818,507	831,000	845,000
<b>County Sales/Use Tax - Jail</b>					
County Jail Sales Tax	165,212	165,000	167,798	170,000	172,000
County Jail Use Tax	<u>34,969</u>	<u>35,000</u>	<u>35,796</u>	<u>36,000</u>	<u>37,000</u>
County Sales/Use Tax - Jail	200,182	200,000	203,594	206,000	209,000
<b>County Sales/Use Tax - Pub Safety</b>					
County Public Safety Sales Tax	165,212	165,000	167,798	170,000	172,000
County Public Safety Use Tax	<u>34,968</u>	<u>35,000</u>	<u>35,796</u>	<u>36,000</u>	<u>37,000</u>
County Sales/Use Tax - Pub Safety	200,181	200,000	203,594	206,000	209,000
<b>County Sales/Use Tax - Court House</b>					
County Court House Sales Tax	126,604	165,000	167,797	170,000	172,000
County Court House Use Tax	<u>26,154</u>	<u>35,000</u>	<u>35,796</u>	<u>36,000</u>	<u>37,000</u>
County Sales/Use Tax - Pub Safety	152,758	200,000	203,593	206,000	209,000
<b>Alcohol Tax</b>	74,789	75,000	80,108	84,000	85,000
<b>Other Intergovernmental Revenue</b>	9,905	5,000	1	5,000	5,000
<b>Total for Intergovernmental</b>	<u>1,441,348</u>	<u>1,470,000</u>	<u>1,509,397</u>	<u>1,538,000</u>	<u>1,562,000</u>
<u>Police Fines</u>					
Fines	1,169,510	1,300,000	943,053	1,050,000	1,100,000
Parking Fines	4,950	5,000	4,324	6,000	5,000
Alarm Fines	300	500	1,055	300	500
Police Dept. Lab Fees	-	500	400	500	500
Fuel Assessment Fees	40,734	25,000	16,079	9,000	9,000
ADA Accessibility Fees	10,446	25,000	22,654	41,000	40,000
Motion Fees	5,100	5,000	4,325	5,000	5,000
Expungement Fees	1,000	500	700	500	500
Court Appointed Attorney	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Police Fines	1,232,040	1,361,500	992,590	1,112,300	1,160,500
<u>Service Charges</u>					
Court Costs	155,620	130,000	46,038	50,225	50,000
On Line Convenience	4,284	4,000	3,495	4,500	4,500
Charge for Services	-	-	2,500	-	-
Reimbursed Expenses	102,577	25,000	196,507	50,000	50,000
NEAC Administrative Cost Reimbursement	9,482	9,000	10,105	5,000	5,000
Nuisance Abatement Fees	4,968	4,500	-	5,000	5,000
Weed Abatement Fees	<u>252</u>	<u>-</u>	<u>2,906</u>	<u>500</u>	<u>-</u>
Service Charges	277,184	172,500	261,551	115,225	114,500



# City of Mission 2020 Annual Budget

## Revenue Detail

	Actual 2017	Estimate 2018	Actual 2018	Estimate YE 2019	Budget 2020
<u>Miscellaneous and Other</u>					
Interest/Investments	25,758	45,000	61,369	100,000	110,000
Sale of Fixed Assets	121,340	-	-	-	-
Miscellaneous and Other	171,490	65,000	204,181	125,000	135,000
<u>Pool Revenues</u>					
Outdoor Pool Membership	38,449	40,000	40,305	45,000	45,000
Outdoor Pool Front Desk	42,261	45,000	49,250	55,000	55,000
Outdoor Pool Concessions	23,362	22,000	30,377	35,000	37,000
Outdoor Pool Program Fees	7,152	5,000	6,380	7,000	7,000
Outdoor Pool Rental	2,787	3,000	2,403	3,000	3,000
Super Pool Pass Revenue	7,180	6,000	7,287	8,000	8,000
Pool Revenue	121,191	121,000	136,002	153,000	155,000
<u>Community Center Revenue</u>					
Community Center Membership	661,425	650,000	592,202	610,000	625,000
Community Center Rental	262,014	270,000	274,532	282,000	285,000
Community Center Program	313,425	335,000	321,527	375,000	400,000
Community Center Daily Fees	211,219	225,000	211,327	225,000	250,000
Community Center Misc.	5,429	8,000	6,727	4,500	5,000
Community Center Resale of Items	754	1,000	792	800	900
Community Center Sponsorship/Ads	-	10,000	350	400	500
Mission Summer Program	224,203	255,000	215,115	225,000	230,000
Mission Square PILOTS	79,688	53,125	53,125	53,125	53,000
Community Center Revenues	1,758,157	1,807,125	1,675,697	1,775,825	1,849,400
<u>TIF/CID Proceeds</u>					
Mission Crossing TIF - Sales Tax	-	-	-	-	-
Mission Crossing CID - Sales Tax	-	-	-	-	-
Cornerstone Commons - CID Sales Tax	-	-	-	-	-
TDD Sales Tax	-	-	-	-	-
CID/TIF Proceeds	-	-	-	-	-
<u>Bond/Lease Proceeds</u>					
2020 Lease Purchase of Police Vehicles	-	-	-	-	450,000
Bond/Lease Proceeds	-	-	-	-	450,000
<u>Transfers From Other Funds</u>					
Parks Sales Tax	-	-	-	-	-
Transfers From Other Funds	-	-	-	-	-
<b>Total Revenue</b>	<b>12,309,342</b>	<b>12,532,025</b>	<b>12,726,214</b>	<b>13,245,400</b>	<b>13,495,900</b>



# City of Mission 2020 Annual Budget

## Summary of Costs by Type of Expenditure

	Personnel	Contractual Services	Commodities	Capital Outlay	Debt Service	Total
General Overhead	\$ -	\$ 323,000	\$ 50,500	\$ 28,000	80,000	\$ 481,500
Legislative	\$ 56,710	\$ 174,900	\$ 1,850	\$ -	-	\$ 233,460
Administration	\$ 873,550	\$ 50,050	\$ 1,100	\$ -	-	\$ 924,700
Municipal Court	\$ 352,500	\$ 30,100	\$ 10,500	\$ -	-	\$ 393,100
Neighborhood Services	\$ -	\$ -	\$ -	\$ -	-	\$ -
Public Works	\$ 1,056,000	\$ 1,029,020	\$ 193,800	\$ 34,000	\$ -	\$ 2,312,820
Community Development	\$ 405,600	\$ 566,300	\$ 8,000	\$ 7,000	-	\$ 986,900
Parks and Recreation						
Mission Aquatic Center	\$ 162,500	\$ 81,150	\$ 48,950	\$ -	-	\$ 292,600
Sylvester Powell Jr. Community Center	\$ 1,620,500	\$ 868,200	\$ 112,500	\$ -	-	\$ 2,601,200
Police	\$ 3,354,000	\$ 394,960	\$ 152,000	\$ 282,700	\$ 125,000	\$ 4,308,660
<b>Total</b>	<b>\$ 7,881,360</b>	<b>\$ 3,517,680</b>	<b>\$ 579,200</b>	<b>\$ 351,700</b>	<b>\$ 205,000</b>	<b>\$ 12,534,940</b>



# City of Mission 2020 Annual Budget

## Summary of Costs by Department

	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020	% Change 2019/2020
<b><u>General Overhead</u></b>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	
Contractual Services	253,518	252,972	321,000	323,000	1%
Commodities	39,714	77,031	47,250	50,500	7%
Capital Outlay	36,361	184,079	130,000	28,000	-78%
Debt Service	77,175	75,875	79,575	80,000	1%
Total	\$ 406,768	\$ 589,957	\$ 577,825	\$ 481,500	-17%
<b><u>Legislative</u></b>					
Personnel Services	\$ 50,150	\$ 53,115	\$ 56,620	\$ 56,710	0%
Contractual Services	89,335	83,915	127,700	174,900	37%
Commodities	35	2,174	1,200	1,850	54%
Capital Outlay	147	2,715	-	-	
Total	\$ 139,667	\$ 141,919	\$ 185,520	\$ 233,460	26%
<b><u>Administration</u></b>					
Personnel Services	\$ 783,704	\$ 799,621	\$ 823,700	\$ 873,550	6%
Contractual Services	47,063	33,239	33,550	50,050	49%
Commodities	1,799	929	850	1,100	29%
Capital Outlay	470	2,808	12,000	-	-100%
Total	\$ 833,035	\$ 836,596	\$ 870,100	\$ 924,700	6%
<b><u>Municipal Court</u></b>					
Personnel Services	\$ 284,513	\$ 314,214	\$ 339,000	\$ 352,500	4%
Contractual Services	15,232	16,851	26,200	30,100	15%
Commodities	8,470	5,811	10,500	10,500	0%
Capital Outlay	2,640	-	36,000	-	-100%
Total	\$ 310,855	\$ 336,876	\$ 411,700	\$ 393,100	-5%
<b><u>Neighborhood Services</u></b>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	
Contractual Services	-	-	-	-	
Commodities	-	-	-	-	
Capital Outlay	-	-	-	-	
Total	\$ -	\$ -	\$ -	\$ -	



# City of Mission 2020 Annual Budget

## Summary of Costs by Department

	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020	% Change 2019/2020
<b><u>Public Works</u></b>					
Personnel Services	\$ 689,401	\$ 774,696	\$ 888,500	\$ 1,056,000	19%
Contractual Services	801,233	845,621	960,319	1,029,020	7%
Commodities	153,432	159,686	176,100	193,800	10%
Capital Outlay	280,597	54,567	385,000	34,000	-91%
Debt Service	57,325	57,325	28,662	-	-100%
Total	\$ 1,981,988	\$ 1,891,895	\$ 2,438,581	\$ 2,312,820	-5%
<b><u>Community Development</u></b>					
Personnel Services	\$ 256,444	\$ 205,211	\$ 262,000	\$ 405,600	55%
Contractual Services	445,082	383,950	858,800	566,300	-34%
Commodities	2,384	714	3,600	8,000	122%
Capital Outlay	626	821	72,000	7,000	-90%
Total	\$ 704,536	\$ 590,696	\$ 1,196,400	\$ 986,900	-18%
<b><u>Mission Aquatic Center</u></b>					
Personnel Services	\$ 90,181	\$ 158,746	\$ 152,620	\$ 162,500	6%
Contractual Services	71,320	88,087	71,400	81,150	14%
Commodities	40,079	45,103	45,250	48,950	8%
Capital Outlay	4,325	-	-	-	
Total	\$ 205,904	\$ 291,935	\$ 269,270	\$ 292,600	9%
<b><u>Community Center</u></b>					
Personnel Services	\$ 1,352,915	\$ 1,416,125	\$ 1,499,500	\$ 1,620,500	8%
Contractual Services	827,236	820,149	917,250	868,200	-5%
Commodities	98,168	104,505	112,500	112,500	0%
Capital Outlay	3,948	-	-	-	
Total	\$ 2,282,266	\$ 2,340,778	\$ 2,529,250	\$ 2,601,200	3%
<b><u>Police</u></b>					
Personnel Services	\$ 2,687,810	\$ 2,946,661	\$ 3,209,820	\$ 3,354,000	4%
Contractual Services	365,140	370,787	374,601	394,960	5%
Commodities	97,683	103,850	147,360	152,000	3%
Capital Outlay	76,145	34,062	293,852	282,700	-4%
Debt Service	144,625	140,748	95,322	125,000	31%
Total	\$ 3,371,402	\$ 3,596,108	\$ 4,120,955	\$ 4,308,660	5%
<b>Total for All Departments</b>	<b>\$ 10,236,422</b>	<b>\$ 10,616,759</b>	<b>\$ 12,599,601</b>	<b>\$ 12,534,940</b>	<b>-1%</b>



## 2020 General Fund





## City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	General Overhead

### Department Description

Functions and obligations which cannot be readily charged to a particular department are grouped within General Overhead. General Overhead accounts for general liability insurance, utilities for City Hall and the Police Department, postage, building and grounds maintenance, audit expenses, and other city-wide expenses. The debt line-item in this department is for the purchase of a portion of the City's street light system in 2013.

Replacement of the city-wide phone system, city-wide surveillance camera system, and upgraded network cabling were completed in 2018. The 2019 and 2020 Budgets contemplate additional

### Objectives

- Efficiently monitor utility costs.
- Control losses through an effective safety and loss control program.
- Maintain City Hall and Police Department facilities.
- Explore options for ongoing information technology support for the organization.

	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Department Budget Summary</u></b>				
Personnel Services	\$ -	\$ -	\$ -	\$ -
Contractual Services	253,518	252,972	321,000	323,000
Commodities	39,714	77,031	47,250	50,500
Capital Outlay	36,361	184,079	130,000	28,000
Debt Service	77,175	75,875	79,575	80,000
<b>Total</b>	\$ 406,768	\$ 589,957	\$ 577,825	\$ 481,500

### Authorized Positions

Full-Time	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	General Overhead

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Personnel Services</u></b>					
		\$ -	\$ -	\$ -	\$ -
	<b>Total Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b><u>Contractual Services</u></b>					
01-07-201-01	Electricity - City Hall	\$ 46,611	\$ 41,438	\$ 50,000	\$ 45,000
01-07-201-03	Natural Gas - City Hall	6,996	5,322	7,000	7,000
01-07-201-05	Water and Sewer - City Hall	2,109	2,293	3,000	2,500
01-07-201-08	Telephone	1,181	210	5,000	5,000
01-07-203-03	Tuition Reimbursement	-	-	7,000	7,000
01-07-204-01	Advertising	-	-	2,000	1,000
01-07-205-01	Insurance - City Hall and Equip	53,402	48,944	55,000	45,000
01-07-206-03	Periodicals/Books	428	139	1,000	1,000
01-07-206-04	Legal Publications	3,829	1,447	2,000	1,500
01-07-206-05	Professional Services	23,955	4,211	45,000	10,000
01-07-207-02	Finance/Audit	22,340	27,585	32,000	35,000
01-07-207-07	Pre-employment/Hiring Expense	-	-	-	-
01-07-207-07	Bank Fees	2,437	2,613	2,000	2,500
01-07-210-02	Janitorial Services	6,065	7,275	6,000	7,500
01-07-212-06	Service Contracts	26,655	27,139	25,000	27,000
01-07-213-02	Rentals and Leases	5,850	4,950	9,000	6,000
01-07-214-02	Property Taxes	14,248	11,952	7,000	15,000
01-07-214-05	Computer Services	29,519	60,765	50,000	90,000
01-07-214-06	Codification	3,960	2,504	3,000	5,000
01-07-214-13	Website Development	2,526	2,777	5,000	5,000
01-07-215-03	Contingency	1,407	1,407	5,000	5,000
	<b>Total Contractual Services</b>	\$ 253,518	\$ 252,972	\$ 321,000	\$ 323,000
<b><u>Commodities</u></b>					
01-07-301-01	Office Supplies	\$ 6,381	\$ 7,531	\$ 7,000	\$ 7,000
01-07-301-04	Postage	16,495	15,729	12,000	15,000
01-07-304-04	Misc. Supplies	215	101	250	500
01-07-305-01	Janitorial Supplies	3,037	200	3,000	3,000
01-07-305-02	Maintenance/Repairs City Hall	13,587	53,470	25,000	25,000
	<b>Total Commodities</b>	\$ 39,714	\$ 77,031	\$ 47,250	\$ 50,500
<b><u>Capital Outlay</u></b>					
01-07-402-03	Computer Systems/Software	\$ 6,844	\$ 153,558	\$ 130,000	\$ 28,000
01-07-404-06	Equipment Replacement	29,517	30,521	-	-
01-07-499-01	Land	-	-	-	-
	<b>Total Capital Outlay</b>	\$ 36,361	\$ 184,079	\$ 130,000	\$ 28,000
<b><u>Debt Service</u></b>					
	2013A Principal and Interest	77,175	75,875	79,575	80,000
	<b>Total Debt Service</b>	77,175	75,875	79,575	80,000
	<b>General Overhead Total</b>	\$ 406,768	\$ 589,957	\$ 577,825	\$ 481,500



## City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Legislative

### Department Description

The City Council serves as the legislative and policy-making body of the City. The City Council is composed of eight councilmembers - two from each ward elected for four year terms - and the Mayor who is elected at large for a four year term. Budgetary support for the City's boards and commissions is also accounted for in this department.

The 2020 Budget includes an increase in Public Relations (\$15,000) to support enhanced rebranding, business communication, and funding for an update to the City's Greenhouse Gas Emissions Study/Climate Action Plan.

### Objectives

- Function as the City's legislative body.
- Develop ordinances, resolutions, and policies for the betterment of the community.
- Authorize budget allocations to provide quality services within available resources.
- Empower appointed officers and employees to provide and improve municipal government.
- Inform constituents and encourage citizen participation.
- Establish short-term and long-range plans and objectives.

	Actual 2017	Actual 2018	Estimate YE 2019
<u>Department Budget Summary</u>			
Personnel Services	\$ 50,150	\$ 53,115	\$ 56,620
Contractual Services	89,335	83,915	127,700
Commodities	35	2,174	1,200
Capital Outlay	147	2,715	-
<b>Total</b>	<b>\$ 139,667</b>	<b>\$ 141,919</b>	<b>\$ 185,520</b>

### Authorized Positions

Full-Time	0.00	0.00	0.00
Part-Time	9.00	9.00	9.00
Seasonal	0.00	0.00	0.00
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Legislative

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Personnel Services</u></b>					
01-09-101-03	Wages and Salaries	\$ 45,800	\$ 48,300	\$ 52,200	\$ 52,200
01-09-102-01	Health/Welfare Benefits	-	-	-	-
01-09-102-02	Social Security	3,768	4,097	3,670	3,670
01-09-102-03	KPERS	-	-	-	-
01-09-102-04	Employment Security	50	133	100	240
01-09-102-05	Workers Compensation	533	585	650	600
	<b>Total Personnel Services</b>	<b>\$ 50,150</b>	<b>\$ 53,115</b>	<b>\$ 56,620</b>	<b>\$ 56,710</b>

**Contractual Services**

01-09-201-07	Telephone	\$ 384	\$ 322	\$ -	\$ -
01-09-202-06	Commercial Travel	2,620	2,697	4,000	4,000
01-09-202-07	Lodging and Meals	4,975	8,581	9,000	10,000
01-09-202-08	Parking and Tolls	9	35	200	200
01-09-202-09	Mileage	254	393	800	500
01-09-203-02	Registration	3,195	3,227	4,500	6,000
01-09-203-05	Planning Commission	-	3,734	-	-
01-09-205-01	Insurance - Public Official	7,139	6,193	7,500	7,500
01-09-206-01	Professional Organizations	390	50	100	100
01-09-206-02	Municipal Organizations	7,710	7,296	9,000	9,500
01-09-206-03	Periodicals/Books	58	462	500	500
01-09-208-01	Annual Celebrations	27,375	19,552	15,000	25,000
01-09-208-02	Election Expense	-	-	15,000	15,000
01-09-208-03	Holiday Parties	6,470	1,765	7,500	-
01-09-208-04	Public/Employee Relations	11,023	7,763	7,000	31,500
01-09-208-05	Meeting Expenses	200	998	5,000	5,000
01-09-208-08	Human Service Fund (UCS)	7,000	7,600	7,600	7,600
01-09-208-09	Chamber of Commerce	4,540	7,295	7,000	9,000
01-09-208-12	MARC	2,406	2,444	3,000	3,500
01-09-208-15	JOCO Utility Assistance	-	-	-	-
01-09-208-16	Farmer's Market	3,548	325	10,000	10,000
01-09-214-07	Newsletter	40	-	-	-
01-09-214-03	Miscellaneous	-	96	-	-
01-09-215-04	Sustainability Commission	-	3,088	5,000	20,000
01-09-215-05	PRT Commission	-	-	5,000	5,000
01-09-215-06	Planning Commission	-	-	5,000	5,000
	<b>Total Contractual Services</b>	<b>\$ 89,335</b>	<b>\$ 83,915</b>	<b>\$ 127,700</b>	<b>\$ 174,900</b>

**Commodities**

01-09-301-01	Office Supplies	\$ 35	\$ 1,215	\$ 500	\$ 500
01-09-301-02	Clothing	-	663	500	1,000
01-09-301-04	Printing	-	296	200	350
	<b>Total Commodities</b>	<b>\$ 35</b>	<b>\$ 2,174</b>	<b>\$ 1,200</b>	<b>\$ 1,850</b>

**Capital Outlay**

01-09-407-05	Contingency	\$ 147	\$ 2,715	\$ -	\$ -
	<b>Total Capital Outlay</b>	<b>\$ 147</b>	<b>\$ 2,715</b>	<b>\$ -</b>	<b>\$ -</b>

**Legislative Total \$ 139,667 \$ 141,919 \$ 185,520 \$ 233,460**



## City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Administration

### Department Description

The Administration Department provides the general support functions for the City including support of the governing body, finance and accounting, human resources/payroll, record-keeping and public information.

The City Administrator supports the Governing Body in policy development setting general direction for the organization, implements municipal policies, and oversees the day to day operations of the City.

The Assistant City Administrator/Finance Director is responsible for administering the financial functions of the City including accounting, debt service, and auditing. This position also oversees the risk management functions of the City, and the Community Development Department.

The City Clerk administers and maintains the municipal records of the City. The City Clerk also coordinates the City newsletter and oversees the Municipal Court Department.

The Assistant to the City Administrator oversees human resources, coordinates various community outreach initiatives, oversees the Mission Market, provides staff support to the Sustainability and Capital Improvement Program (CIP) Committee, and works on special projects as assigned.

### Objectives

- Promote organizational excellence.
- Monitor, supervise, direct, control, and promote organizational activities.
- Provide solid financial control.
- Implement new financial and municipal court software programs.
- Submit the 2020 Budget to the Government Finance Officer's Association for consideration of their Outstanding Budget Award.
- Continue to evaluate opportunities to enhance the Mission Market

	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>				
Personnel Services	\$ 783,704	\$ 799,621	\$ 823,700	\$ 873,550
Contractual Services	47,063	33,239	33,550	50,050
Commodities	1,799	929	850	1,100
Capital Outlay	470	2,808	12,000	-
<b>Total</b>	<b>\$ 833,035</b>	<b>\$ 836,596</b>	<b>\$ 870,100</b>	<b>\$ 924,700</b>

### Authorized Positions

Full-Time	7.00	7.00	7.00	7.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	2.00	2.00	2.00	2.00
<b>Total</b>	<b>9.00</b>	<b>9.00</b>	<b>9.00</b>	<b>7.00</b>



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Administration

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate YE 2019</b>	<b>Proposed 2020</b>
<b><u>Personnel Services</u></b>					
01-10-101-01	Full Time Salaries	\$ 577,091	\$ 574,528	\$ 584,000	\$ 614,000
01-10-101-02	Part Time Salaries	32,334	25,293	40,000	40,000
01-10-101-04	Overtime Salaries	-	958	-	-
01-10-102-01	Health/Welfare Benefits	63,219	83,128	80,000	92,000
01-10-102-02	Social Security	47,541	47,558	47,500	48,300
01-10-102-03	KPERS	50,460	53,249	57,000	62,000
01-10-102-04	Employment Security	634	1,428	1,500	3,000
01-10-102-05	Workers Compensation	1,230	1,801	2,200	2,000
01-10-102-06	City Pension	11,195	11,680	11,500	12,250
	<b>Total Personnel Services</b>	<b>\$ 783,704</b>	<b>\$ 799,621</b>	<b>\$ 823,700</b>	<b>\$ 873,550</b>
<b><u>Contractual Services</u></b>					
01-10-201-01	Electric	\$ -	\$ -	\$ -	\$ -
01-10-201-08	Telephone	3,626	2,470	1,500	2,500
01-10-202-02	Commercial Travel	493	673	1,500	1,500
01-10-202-03	Lodging/Meals	1,593	853	4,000	5,000
01-10-202-04	Parking/Tolls	46	25	200	200
01-10-202-05	Mileage	1,166	373	1,500	1,000
01-10-203-01	Registration/Tuition	5,394	1,241	5,500	6,000
01-10-204-01	Advertising	299	-	-	-
01-10-205-02	Notary Bonds	25	-	100	100
01-10-206-01	Professional Organizations	4,929	4,227	5,500	5,500
01-10-206-02	Municipal Organizations	15	-	500	500
01-10-206-03	Periodicals/Books/Publications	1,386	2,600	2,000	2,500
01-10-206-05	Professional Services	13,114	12,632	1,000	15,000
01-10-206-06	Attorney Services	-	-	-	-
01-10-207-07	Pre-Employment Testing	172	210	-	-
01-10-208-04	Public Relations	3,777	3,287	5,000	5,000
01-10-208-05	Meeting Expenses	3,705	871	3,000	3,000
01-10-208-13	Employee Recognition	1,394	3,228	1,500	1,500
01-10-212-06	Service Contracts	675	-	-	-
01-10-214-03	Printing	604	175	250	250
01-10-215-03	Miscellaneous	577	370	500	500
01-10-215-04	Sustainability Expenses	4,071	5	-	-
	<b>Total Contractual Services</b>	<b>\$ 47,063</b>	<b>\$ 33,239</b>	<b>\$ 33,550</b>	<b>\$ 50,050</b>
<b><u>Commodities</u></b>					
01-10-301-01	Office Supplies	\$ 1,515	\$ 585	\$ 250	\$ 500
01-10-301-04	Postage	115	-	-	-
01-10-301-05	Printed Forms	169	110	100	100
01-10-301-02	Clothing	-	234	500	500
	<b>Total Commodities</b>	<b>\$ 1,799</b>	<b>\$ 929</b>	<b>\$ 850</b>	<b>\$ 1,100</b>
<b><u>Capital Outlay</u></b>					
01-10-401-01	Office Machines	\$ -	\$ -	\$ -	\$ -
01-10-401-02	Office Furnishings	293	398	-	-
01-10-402-03	Computer Systems	177	2,410	12,000	-
01-10-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 470</b>	<b>\$ 2,808</b>	<b>\$ 12,000</b>	<b>\$ -</b>
	<b>Administration Total</b>	<b>\$ 833,035</b>	<b>\$ 836,596</b>	<b>\$ 870,100</b>	<b>\$ 924,700</b>



## City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Municipal Court

### Department Description

The Municipal Court Department provides a venue for the administration of justice in matters concerning violations of City ordinances and penal statutes of the State of Kansas. The Municipal Court is composed of three court clerks. The municipal judge is appointed by the City Council and serves on a part-time basis. The City Attorney serves as the prosecutor.

### Objectives

- Maintain a computerized record of municipal violations and the Court's disposition of cases.
- Keep current and up-to-date on entering warrants into systems
- Maintain a diversionary program for DUI cases
- Complete implementation of new municipal court software.

	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>				
Personnel Services	\$ 284,513	\$ 314,214	\$ 339,000	\$ 352,500
Contractual Services	15,232	16,851	26,200	30,100
Commodities	8,470	5,811	10,500	10,500
Capital Outlay	2,640	-	36,000	-
<b>Total</b>	\$ 310,855	\$ 336,876	\$ 411,700	\$ 393,100

### Authorized Positions

Full-Time	3.00	3.00	3.00	3.00
Part-Time	2.00	2.00	2.00	2.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	5.00	5.00	5.00	5.00



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Municipal Court

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate YE 2019</b>	<b>Proposed 2020</b>
<b><u>Personnel Services</u></b>					
01-11-101-01	Full Time Salaries	\$ 130,853	\$ 151,883	\$ 150,600	\$ 155,000
01-11-101-02	Part Time Salaries	-	-	-	-
01-11-101-03	Judge Salaries	30,000	30,000	30,000	30,000
01-11-101-04	Overtime Salaries	8,219	8,197	8,000	8,000
01-11-101-06	City Attorney - Court	54,795	47,650	55,000	55,000
01-11-101-09	City Attorney Appeals - Court	1,120	2,550	5,000	5,000
01-11-102-01	Health/Welfare Benefits	29,586	39,369	50,000	57,500
01-11-102-02	Social Security	12,261	13,574	18,500	18,800
01-11-102-03	KPERS	11,946	15,260	14,500	16,000
01-11-102-04	Employment Security	160	403	600	1,200
01-11-102-05	Workers Compensation	2,459	2,702	3,500	3,000
01-11-102-06	City Pension	3,114	2,626	3,300	3,000
01-11-102-07	Admin Charge/Pension Plan	-	-	-	-
<b>Total Personal Services</b>		<b>\$ 284,513</b>	<b>\$ 314,214</b>	<b>\$ 339,000</b>	<b>\$ 352,500</b>
<b><u>Contractual Services</u></b>					
01-11-201-08	Telephone	\$ 2,362	\$ 1,675	\$ 3,500	\$ 2,500
01-11-202-03	Lodging/Meals	142	389	1,000	1,000
01-11-202-04	Parking/Tolls	-	33	50	50
01-11-202-05	Mileage	-	397	600	500
01-11-203-01	Registration/Tuition	175	305	500	500
01-11-204-01	Advertising - Classified	-	-	100	100
01-11-205-01	Insurance	564	619	-	-
01-11-205-02	Notary Bonds	-	-	100	100
01-11-206-05	Professional Services	2,615	5,528	5,000	10,000
01-11-206-06	City Attorney Services	-	-	-	-
01-11-207-07	Pre-employment Expenses	75	-	150	150
01-11-208-13	Employee Recognition	480	-	200	200
01-11-209-01	Appeals	-	-	-	-
01-11-209-02	Computer Maintenance	7,203	6,000	10,000	10,000
01-11-209-03	Defense	1,617	1,905	5,000	5,000
01-11-214-08	Prisoner Care	-	-	-	-
<b>Total Contractual Services</b>		<b>\$ 15,232</b>	<b>\$ 16,851</b>	<b>\$ 26,200</b>	<b>\$ 30,100</b>
<b><u>Commodities</u></b>					
01-11-301-01	Office Supplies	\$ 3,995	\$ 2,630	\$ 4,500	\$ 4,500
01-11-301-04	Postage	-	-	-	-
01-11-301-05	Printed Forms	4,476	2,959	5,500	5,500
01-11-301-02	Clothing	-	222	500	500
<b>Total Commodities</b>		<b>\$ 8,470</b>	<b>\$ 5,811</b>	<b>\$ 10,500</b>	<b>\$ 10,500</b>
<b><u>Capital Outlay</u></b>					
01-11-401-01	Office Machines	\$ 339	\$ -	\$ 2,000	-
01-11-402-03	Computer Systems	2,041	-	34,000	-
01-11-407-05	Contingency	260	-	-	-
<b>Total Capital Outlay</b>		<b>\$ 2,640</b>	<b>\$ -</b>	<b>\$ 36,000</b>	<b>\$ -</b>
<b>Municipal Court Total</b>		<b>\$ 310,855</b>	<b>\$ 336,876</b>	<b>\$ 411,700</b>	<b>\$ 393,100</b>



## City of Mission 2019 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Neighborhood Services

### Department Description

The Neighborhood Services Department conducts enforcement of the City's property maintenance codes and rental dwelling licensure program. This department also provides a number of neighborhood support services including grant assistance for property upkeep, neighborhood clean-up programs, and assistance for senior citizens with property tax and utility bills. This department oversees the City's solid waste management program.

Neighborhood Services was merged with the Community Development Department in 2017.

### Objectives

- Proactively promote quality housing.
- Proactively provide support to residential neighborhoods.
- Proactively address property maintenance code issues.
- Administer the rental dwelling licensing and inspection program.
- Create and promote City sponsored assistance programs.
- Respond to citizen inquiries and requests for services.

	Actual 2016	Actual 2017	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>				
Personnel Services	\$ 114,722	\$ -	\$ -	\$ -
Contractual Services	86,830	-	-	-
Commodities	1,082	-	-	-
Capital Outlay	23,004	-	-	-
<b>Total</b>	<b>\$ 225,638</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

### Authorized Positions

Full-Time	2.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	<b>2.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Neighborhood Services (Merged with Community Development in 2017)

Account Number	Account Title	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Personnel Services</u></b>						
01-15-101-01	Full Time Salaries	\$ 81,410	\$ -	\$ -	\$ -	\$ -
01-15-101-02	Part Time Salaries	-	-	-	-	-
01-15-101-04	Overtime Salaries	2,049	-	-	-	-
01-15-102-01	Health/Welfare Benefits	12,944	-	-	-	-
01-15-102-02	Social Security	6,354	-	-	-	-
01-15-102-03	KPERS	8,839	-	-	-	-
01-15-102-04	Employment Security	208	-	-	-	-
01-15-102-05	Workers Compensation	1,294	-	-	-	-
01-15-102-06	City Pension	1,624	-	-	-	-
	<b>Total Personnel Services</b>	<b>\$ 114,722</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Contractual Services</u></b>						
01-15-201-08	Telephone	\$ -	-	-	-	-
01-15-202-02	Commercial Travel	286	-	-	-	-
01-15-202-03	Lodging / Meals	1,554	-	-	-	-
01-15-202-04	Parking / Tolls	96	-	-	-	-
01-15-202-05	Mileage	456	-	-	-	-
01-15-203-01	Registration	1,972	-	-	-	-
01-15-204-01	Advertising	-	-	-	-	-
01-15-205-01	Insurance	234	-	-	-	-
01-15-206-01	Professional Organizations	439	-	-	-	-
01-15-206-03	Periodicals/Books	49	-	-	-	-
01-15-206-04	Legal Publications	-	-	-	-	-
01-15-206-05	Professional Services	288	-	-	-	-
01-15-206-06	Legal Services	-	-	-	-	-
01-15-207-04	Housing Imp - Loan Program	-	-	-	-	-
01-15-207-07	Pre-Employment Testing	-	-	-	-	-
01-15-208-04	Public Relations	1,991	-	-	-	-
01-15-208-13	Employee Recognition	-	-	-	-	-
01-15-212-07	Vehicle Maintenance	125	-	-	-	-
01-15-214-03	Printing	258	-	-	-	-
01-15-215-03	Miscellaneous	367	-	-	-	-
01-15-216-01	Nuisance Abatement	5,644	-	-	-	-
01-15-216-02	Weed Abatement	(366)	-	-	-	-
01-15-216-04	Mission Possible Program	31,531	-	-	-	-
01-15-216-05	How-To Clinics	-	-	-	-	-
01-15-216-06	Neighborhood Grant Program	4,136	-	-	-	-
01-15-216-07	Business Improvement Grant	24,414	-	-	-	-
01-15-216-09	Citizen Rebate Program	13,080	-	-	-	-
01-15-216-11	Jo Co Utility Assistance	-	-	-	-	-
01-15-216-12	Storm Water BMP	275	-	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 86,830</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Neighborhood Services (Merged with Community Development in 2017)

Account Number	Account Title	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Commodities</u></b>						
01-15-301-01	Office Supplies	\$ 71	\$ -	\$ -	\$ -	\$ -
01-15-301-02	Clothing	492	-	-	-	-
01-15-301-05	Printed Forms	-	-	-	-	-
01-15-304-04	Miscellaneous	49	-	-	-	-
01-15-306-01	Gas/Oil	470	-	-	-	-
	<b>Total Commodities</b>	<b>\$ 1,082</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b><u>Capital Outlay</u></b>						
01-15-401-01	Office Machines	\$ -	\$ -	\$ -	\$ -	\$ -
01-15-401-02	Office Furnishings	-	-	-	-	-
01-15-402-03	Computer Systems	-	-	-	-	-
01-15-403-06	Other Equipment/Software	1,095	-	-	-	-
01-15-407-01	Vehicle	21,909	-	-	-	-
01-15-407-05	Contingency	-	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 23,004</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Neighborhood Services Total</b>	<b>\$ 225,638</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>



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## City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Public Works

### Department Description

The Public Works Department is responsible - either directly or through third-party contracts - for the maintenance and care of the City's infrastructure and parks.

In particular, the department provides general street maintenance services including patching and repair, snow removal, and sweeping. The department oversees the City's annual street maintenance program, which entails more intensive road work including sealing and mill and overlay of existing streets. The Department also oversees contracts for design and construction of major street and storm water repair projects.

The Public Works Department is responsible for the mowing and care of the City's parks and playgrounds, and maintenance of the City's facilities.

The 2020 Budget includes an increase of \$20,000 for tree maintenance, and the replacement of a lighted arrow board and gas tube heaters at the Public Works facility. Vehicles and equipment in 2020 are being purchased from the Equipment Reserve and Replacement Fund.

### Objectives

- Maintain city streets, curbs and gutters, storm water sewers, sidewalks and trails.
- Maintain city parks, playgrounds, shelters, and other facilities.

	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>				
Personnel Services	\$ 689,401	\$ 774,696	\$ 888,500	\$ 1,056,000
Contractual Services	801,233	845,621	960,319	1,029,020
Commodities	153,432	159,686	176,100	193,800
Capital Outlay	280,597	54,567	385,000	34,000
Debt Service (Lease)	57,325	57,325	28,662	-
<b>Total</b>	\$ 1,981,988	\$ 1,891,895	\$ 2,438,581	\$ 2,312,820

### Authorized Positions

Full-Time	12.00	12.00	13.00	13.00
Part-Time	0.00	1.00	1.00	1.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	12.00	13.00	14.00	14.00



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Public Works

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>Personnel Services</b>					
01-20-101-01	Full Time Salaries	\$ 449,880	\$ 469,643	\$ 480,000	\$ 631,000
01-20-101-02	Part Time Salaries	15,709	22,927	29,500	24,000
01-20-101-04	Overtime Salaries	13,501	20,416	35,000	20,000
01-20-102-01	Health/Welfare Benefits	105,707	144,845	195,000	225,000
01-20-102-02	Social Security	34,083	36,826	49,000	50,000
01-20-102-03	KPERS	41,408	46,118	60,000	65,000
01-20-102-04	Employment Security	445	1,105	1,300	3,000
01-20-102-05	Workers Compensation	21,313	25,217	30,000	30,000
01-20-102-06	City Pension	7,355	7,599	8,700	8,000
<b>Total Personnel Services</b>		<b>\$ 689,401</b>	<b>\$ 774,696</b>	<b>\$ 888,500</b>	<b>\$ 1,056,000</b>
<b>Contractual Services</b>					
01-20-201-02	Electricity - Maint. Facility	\$ 16,593	\$ 17,955	\$ 20,000	\$ 20,000
01-20-201-04	Natural Gas - Maint. Facility	9,105	15,134	9,500	15,000
01-20-201-06	Water and Sewer - Maint. Fact	9,061	8,672	10,000	10,000
01-20-201-07	Refuse - Maint. Facility	5,833	2,892	5,000	5,000
01-20-201-08	Telephone	3,942	4,058	5,000	5,000
01-20-201-10	Traffic Signals - KCPL Lease	352,071	379,807	400,000	400,000
01-20-201-11	Traffic Signal - OP Interlocal	6,832	8,605	8,000	8,000
01-20-201-12	Traffic Signals Maint.	27,512	28,377	30,000	35,000
01-20-201-13	Street Lights - KCPL Power	62,918	57,492	60,000	65,000
01-20-201-15	Street Lights - Street & Parks	898	1,095	2,500	2,500
01-20-202-02	Travel/Commercial	574	667	1,500	1,500
01-20-202-03	Lodging / Meals	1,551	2,806	2,000	3,000
01-20-202-04	Parking / Tolls	239	101	100	100
01-20-202-05	Mileage	96	74	500	300
01-20-203-01	Registration / Tuition	3,438	4,453	3,500	3,500
01-20-204-01	Advertising	50	-	1,000	1,000
01-20-205-01	Insurance - Building & Equipment	32,517	36,154	40,000	40,000
01-20-205-02	Notary Bonds	-	-	-	-
01-20-206-01	Professional Organizations	350	-	2,000	2,000
01-20-206-03	Periodicals/Books/Publications	-	-	-	-
01-20-206-04	Legal Advertising	42	10	100	100
01-20-206-05	Professional Services	-	-	2,500	2,000
01-20-207-03	Engineering/Architect Services	62,763	49,223	60,000	50,000
01-20-207-06	Inspections	2,930	2,241	5,000	5,000
01-20-207-07	Pre-Employment Drug Testing	1,440	1,075	1,000	1,500
01-20-208-04	Public Relations	24	245	1,000	500
01-20-208-05	Meeting Expense	26	377	500	1,000
01-20-208-13	Employee Recognition	486	22	1,000	1,000
01-20-210-01	Building Repairs / Maintenance	9,115	3,012	10,000	15,000
01-20-210-02	Janitorial Services	\$ 4,115	\$ 4,115	\$ 5,000	\$ 5,000
01-20-210-03	Trees / Shrubs Maintenance	1,560	7,519	7,500	28,500
01-20-210-04	Tree Board	605	966	-	-
01-20-211-03	Curbs/Sidewalks	-	3	-	-
01-20-211-04	Drainage	-	6,500	-	-
01-20-212-03	Storm Warning Sirens	789	850	1,500	1,500
01-20-212-04	Communications	-	-	-	-
01-20-212-05	Equipment Repairs	2,293	-	5,000	8,000
01-20-212-06	Service Contracts	155,569	181,286	200,000	220,000
01-20-212-07	Vehicle Maintenance	3,503	12,389	20,000	20,000
01-20-212-08	Holiday Decorations	763	15	20,000	20,000
01-20-212-09	Johnson Drive Maintenance	8,645	1,074	10,000	20,000
01-20-213-02	Rental Equipment	8,511	160	5,000	5,000
01-20-213-03	Laundry / Uniforms	2,330	4,080	2,000	5,000
01-20-214-02	Vehicle Registration	34	-	100	500



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Public Works

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>Contractual Services (Cont.)</b>					
01-20-214-03	Printing	-	100	500	500
01-20-214-04	Computer Services	-	-	-	-
01-20-215-03	Contingency	93	-	-	-
	<b>Total Contractual Services</b>	<b>\$ 801,233</b>	<b>\$ 845,621</b>	<b>\$ 960,319</b>	<b>\$ 1,029,020</b>

**Commodities**

01-20-301-01	Office Supplies	\$ 1,035	\$ 1,411	\$ 1,000	\$ 1,200
01-20-301-04	Postage	-	58	100	100
01-20-301-05	Printed Forms	-	20	-	-
01-20-302-01	Uniforms/Clothing	1,220	578	2,000	2,000
01-20-303-04	Safety Supplies	4,883	5,998	4,000	5,000
01-20-304-01	Shop Chemicals	1,559	814	3,000	3,000
01-20-304-02	Fertilizer / Weeds	1,306	582	1,000	1,500
01-20-304-04	Misc. Supplies	1,229	7	1,000	1,000
01-20-305-01	Janitorial Supplies	52	80	1,500	1,000
01-20-305-02	Bldg. Repair Parts / Plumbing	5,377	10,003	3,000	5,000
01-20-305-03	Tools - Building / Land Maint	5,638	5,945	5,000	7,500
01-20-305-04	Landscape	2,010	1,546	2,500	3,000
01-20-306-01	Gas / Oil	20,708	17,599	25,000	25,000
01-20-306-02	Vehicle / Equip Repair Parts	24,907	26,269	25,000	27,000
01-20-306-03	Tools - Vehicle / Equip Maint	7,519	6,097	5,000	7,000
01-20-307-01	Asphalt Patch	-	1,886	-	-
01-20-307-02	Rock	2,451	332	1,500	1,500
01-20-307-03	Sand / Salt	41,429	42,739	55,000	60,000
01-20-307-05	Signs	10,691	15,959	5,000	7,500
01-20-307-06	Traffic Paint	514	-	500	500
01-20-307-07	Park Maintenance	20,904	21,766	35,000	35,000
	<b>Total Commodities</b>	<b>\$ 153,432</b>	<b>\$ 159,686</b>	<b>\$ 176,100</b>	<b>\$ 193,800</b>

**Capital Outlay**

01-20-401-01	Office Machines	\$ -	\$ -	\$ -	\$ -
01-20-401-02	Office Furnishings	-	369	-	500
01-20-402-03	Computer Systems	500	112	-	500
01-20-403-03	Public Works Vehicles	99,268	-	330,000	-
01-20-403-06	Public Works - Other Equipment	180,679	53,998	55,000	33,000
01-20-404-04	Radios	150	88	-	-
01-20-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 280,597</b>	<b>\$ 54,567</b>	<b>\$ 385,000</b>	<b>\$ 34,000</b>

**Debt Service**

2015 Lease Purchase	\$ 57,325	\$ 57,325	\$ 28,662	\$ -
<b>Total for Debt Service</b>	<b>\$ 57,325</b>	<b>\$ 57,325</b>	<b>\$ 28,662</b>	<b>\$ -</b>

**Public Works Total \$ 1,981,988 \$ 1,891,895 \$ 2,438,581 \$ 2,312,820**



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## City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Community Development

### Department Description

The Community Development Department works to ensure orderly development and redevelopment through the administration of the comprehensive planning, zoning, and subdivision review process. Department staff provides support and assistance to the Planning Commission and Board of Zoning Appeals.

The Community Development Department enforces the City's building construction codes through a systematic plan review and inspection program.

In 2016, the Community Development Director position was eliminated, and oversight of the Department was placed with the Assistant City Administrator/Finance Director. In 2017, the Neighborhood Services Department was merged with the Community Development Department to provide greater efficiency in operations. In 2018 the planner position was eliminated and a full-time building official was added to provide continuity in the City's building safety program.

The 2019 Budget was adjusted at mid-year to include the purchase of new building permitting and code enforcement software. The 2020 Budget re-establishes the planner position.

### Objectives

- Inform the public regarding development opportunities and regulations in Mission.
- Work with those parties going through the property development process to ensure that the City's design vision is fulfilled and that the process is smooth and efficient.
- Provide oversight and coordination of current development projects including The Gateway and Mission Trails, to ensure building safety and design guidelines are met and construction is efficient and completed in a timely manner.
- Continue to find areas of process improvements to ensure that the development review process and permitting and building inspection are as efficient as possible.
- Coordinate the update of the City's Comprehensive Plan.

	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>				
Personnel Services	\$ 256,444	\$ 205,211	\$ 262,000	\$ 405,600
Contractual Services	445,082	383,950	858,800	566,300
Commodities	2,384	714	3,600	8,000
Capital Outlay	626	821	72,000	7,000
<b>Total</b>	<b>\$ 704,536</b>	<b>\$ 590,696</b>	<b>\$ 1,196,400</b>	<b>\$ 986,900</b>

### Authorized Positions

Full-Time	4.00	4.00	4.00	5.00
Part-Time	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00
<b>Total</b>	<b>4.00</b>	<b>4.00</b>	<b>4.00</b>	<b>5.00</b>



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Community Development

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Personnel Services</u></b>					
01-23-101-01	Full Time Salaries	\$ 200,340	\$ 155,367	\$ 175,000	\$ 290,000
01-23-101-02	Part Time Salaries	-	-	-	-
01-23-101-04	Overtime Salaries	592	437	500	500
01-23-102-01	Health/Welfare Benefits	15,041	14,789	36,000	60,000
01-23-102-02	Social Security	14,996	11,885	17,500	19,000
01-23-102-03	KPERS	17,560	12,966	21,300	24,000
01-23-102-04	Employment Security	196	357	500	1,100
01-23-102-05	Workers Compensation	4,099	5,854	6,700	7,000
01-23-102-06	City Pension	3,620	3,557	4,500	4,000
	<b>Total Personnel Services</b>	<b>\$ 256,444</b>	<b>\$ 205,211</b>	<b>\$ 262,000</b>	<b>\$ 405,600</b>
<b><u>Contractual Services</u></b>					
01-23-201-08	Telephone	\$ 1,239	\$ 1,421	\$ 500	\$ 1,500
01-23-202-02	Commercial Travel	894	320	1,500	4,000
01-23-202-03	Lodging / Meals	3,935	2,910	3,000	3,000
01-23-202-04	Parking / Tolls	257	184	200	200
01-23-202-05	Mileage	218	32	-	-
01-23-203-01	Registration /Tuition	2,143	3,131	3,000	5,000
01-23-203-02	Planning Commission	6,831	1,179	-	-
01-23-205-01	Insurance	575	-	500	1,000
01-23-205-01	Notary	50	-	100	100
01-23-206-01	Professional Organizations	3,072	439	2,500	5,000
01-23-206-03	Periodicals/Books/Publications	104	-	1,000	1,000
01-23-206-04	Advertising	629	150	500	500
01-23-206-04	Legal Publications	-	176	1,000	1,000
01-23-206-05	Professional Services	89,684	1,226	176,000	50,000
01-23-206-06	Land Use Attorney Services	57,460	31,836	30,000	30,000
01-23-206-08	Plan/Inspection Fees	92,350	222,530	450,000	300,000
01-23-207-03	Engr/Arch/Planning Services	77,948	50,979	75,000	50,000
01-23-207-04	Housing Imp - Loan Program	-	-	-	-
01-23-207-07	Pre-Employment Testing	-	60	-	-
01-23-208-04	Public Relations	3,748	2,294	5,000	3,000
01-23-208-05	Meeting Expense	287	857	250	250
01-23-208-13	Employee Recognition	251	176	250	250
01-23-212-06	Service Contracts	6,343	(6,343)	-	-
01-23-212-07	Vehicle Maintenance	864	-	1,000	2,000
01-23-214-03	Printing	801	737	1,000	2,000
01-23-215-03	Miscellaneous	25,298	59	1,000	1,000
01-23-216-01	Nuisance Abatement	4,693	2,304	5,000	5,000
01-23-216-04	Mission Possible Program	19,210	38,387	35,000	35,000
01-23-216-06	Neighborhood Grant Program	4,007	4,126	5,000	5,000
01-23-216-07	Business Improvement Grant	28,067	8,804	35,000	35,000
01-23-216-09	Citizen Rebate Program	11,607	10,902	20,000	20,000
01-23-216-11	Jo Co Utility Assistance Program	2,372	4,995	5,000	5,000
01-23-216-12	Storm Water BMP	144	79	500	500
	<b>Total Contractual Services</b>	<b>\$ 445,082</b>	<b>\$ 383,950</b>	<b>\$ 858,800</b>	<b>\$ 566,300</b>



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Community Development

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Commodities</u></b>					
01-23-301-01	Office Supplies	\$ 1,157	\$ 97	\$ 1,000	\$ 2,000
01-23-301-03	Clothing	50	-	500	1,500
01-23-301-02	City Maps	467	-	100	500
01-23-301-04	Postage	4	172	500	1,000
01-23-301-05	Printed Forms	84	-	500	1,000
01-23-306-01	Gas/Oil	622	445	1,000	2,000
	<b>Total Commodities</b>	<b>\$ 2,384</b>	<b>\$ 714</b>	<b>\$ 3,600</b>	<b>\$ 8,000</b>
<b><u>Capital Outlay</u></b>					
01-23-401-01	Office Machines	\$ -	\$ 821	\$ 2,000	\$ -
01-23-401-02	Office Furnishings	213	-	-	7,000
01-23-402-03	Computer Systems	296	-	40,000	-
01-23-403-06	Other Equipment/Software	118	-	-	-
01-23-407-01	Vehicle	-	-	30,000	-
01-23-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 626</b>	<b>\$ 821</b>	<b>\$ 72,000</b>	<b>\$ 7,000</b>
	<b>Community Development Total</b>	<b>\$ 704,536</b>	<b>\$ 590,696</b>	<b>\$ 1,196,400</b>	<b>\$ 986,900</b>



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## City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Parks and Recreation

### Department Description

The Parks and Recreation Department initiates, develops, and administers recreational programs for Mission residents and the general public. The Community Center houses the majority of recreational classes, programs, and special events. Programs and services are also offered at the outdoor Mission Family Aquatic Center and other outdoor park facilities throughout the City. The Parks and Recreation budget is structured into two divisions - Mission Family Aquatic Center and the Sylvester Powell, Jr. Community Center.

Capital and equipment needs for the Parks and Recreation Department are managed primarily through the Parks Program in the 5-Year Capital Improvement Program.

### Objectives

- Provide programs, classes, and special events at parks and recreation facilities, and through community partnerships.
- Coordinate on-going needs assessment for parks and recreation programs and facilities.
- Staff and operate parks and recreational facilities with a customer service focus, emphasizing the effective use of City resources.
- Offer age specific programs for youth, seniors and other demographics.
- Maintain and operate Mission Aquatic Facility.
- Manage the implementation of recommendations contained in the Parks Master Plan adopted in 2016.

	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Department Budget Summary</u></b>				
Personnel Services	\$ 1,443,096	\$ 1,574,870	\$ 1,652,120	\$ 1,783,000
Contractual Services	898,555	908,235	988,650	949,350
Commodities	138,246	149,607	157,750	161,450
Capital Outlay	8,273	-	-	-
<b>Total</b>	\$ 2,488,171	\$ 2,632,713	\$ 2,798,520	\$ 2,893,800

### Authorized Positions

Full-Time	13.00	13.00	13.00	13.00
Part-Time (1040 hr. avg.)	54.62	54.62	54.62	54.62
Seasonal (650 hr. avg. )	15.84	15.84	15.84	15.84
<b>Total</b>	83.46	83.46	83.46	83.46



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Parks and Recreation - Mission Family Aquatic Center (MFAC)

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate YE 2019</b>	<b>Proposed 2020</b>
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**Personnel Services**

01-25-101-01	Full Time Salaries	\$ -	\$ 20,108	\$ 19,320	\$ 21,000
01-25-101-02	Part Time Salaries	79,712	109,914	115,000	120,000
01-25-101-04	Overtime Salaries	175	8,542	2,000	2,000
01-25-102-01	Health/Welfare Benefits	-	1,464	-	-
01-25-102-02	Social Security	6,115	10,539	9,000	10,500
01-25-102-03	KPERS	-	2,372	-	2,000
01-25-102-04	Employment Security	80	288	300	500
01-25-102-05	Workers Compensation	4,099	5,404	7,000	6,000
01-25-102-06	City Pension	-	114	-	500
<b>Total Personnel Services</b>		<b>\$ 90,181</b>	<b>\$ 158,746</b>	<b>\$ 152,620</b>	<b>\$ 162,500</b>

**Contractual Services**

01-25-201-01	Electricity	\$ 16,029	\$ 15,819	\$ 16,500	\$ 17,500
01-25-201-03	Gas	-	-	-	-
01-25-201-05	Water and Sewer	17,048	32,894	16,000	25,000
01-25-201-08	Telephone	52	967	900	900
01-25-203-03	Training/Registration	108	967	1,500	1,500
01-25-204-01	Marketing/Public Relations	114	198	1,500	1,500
01-25-205-01	Insurance - Building & Equipment	4,028	4,423	5,000	5,000
01-25-207-07	Pre-Employment Drug Testing	-	-	2,000	2,000
01-25-208-13	Employee Recognition	174	469	500	500
01-25-210-01	Maint Bldg. / Land	7,629	7,670	4,000	4,000
01-25-212-05	Other Equipment / Repairs	868	1,353	2,500	2,250
01-25-213-02	Rental Agreements	1,303	1,714	1,500	1,500
01-25-214-05	Computer Services	-	23	-	-
01-25-214-12	Mission Swim Team	7,500	7,500	7,500	7,500
01-25-215-02	Contract Serv/Maint Agreements	16,467	14,091	12,000	12,000
01-25-215-05	Consultant/Instructors	-	-	-	-
<b>Total Contractual Services</b>		<b>\$ 71,320</b>	<b>\$ 88,087</b>	<b>\$ 71,400</b>	<b>\$ 81,150</b>

**Commodities**

01-25-301-01	Office Supplies	\$ 548	\$ 253	\$ 500	\$ 300
01-25-301-02	Clothing	1,816	2,614	2,500	2,500
01-25-301-03	Food Service	17,740	24,817	20,000	25,000
01-25-301-04	Printing	-	47	-	-
01-25-301-08	Equipment and Supplies	5,755	4,220	7,500	6,500
01-25-303-04	Safety Supplies	865	897	1,000	900
01-25-304-02	Cleaning Chemicals	4	117	750	750
	Miscellaneous	-	140	-	-
01-25-304-05	Pool Chemicals	12,790	11,220	12,000	12,000
01-25-305-05	Repair / Parts Maintenance	561	778	1,000	1,000
<b>Total Commodities</b>		<b>\$ 40,079</b>	<b>\$ 45,103</b>	<b>\$ 45,250</b>	<b>\$ 48,950</b>



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Parks and Recreation - Mission Family Aquatic Center (MFAC)

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate YE 2019</b>	<b>Proposed 2020</b>
<b><u>Capital Outlay</u></b>					
01-25-407-01	Equipment Replacement	\$ -	\$ -	\$ -	\$ -
01-25-407-02	Filter Elements	4,325	-	-	-
01-25-407-03	Pool Imp/ Repair/Design	-	-	-	-
01-25-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 4,325</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
	<b>Parks &amp; Recreation - MFAC Total</b>	<b>\$ 205,904</b>	<b>\$ 291,935</b>	<b>\$ 269,270</b>	<b>\$ 292,600</b>



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City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Parks and Recreation - Sylvester Powell, Jr. Community Center

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Personnel Services</u></b>					
01-27-101-01	Full Time Salaries	\$ 575,701	\$ 578,094	\$ 600,000	\$ 665,000
01-27-101-02	Part Time Salaries	481,941	503,427	540,000	576,000
01-27-101-04	Overtime Salaries	22,352	45,075	21,000	20,000
01-27-102-01	Health/Welfare Benefits	110,128	118,623	150,000	160,000
01-27-102-02	Social Security	80,216	83,713	92,000	94,500
01-27-102-03	KPERS	52,967	58,200	63,000	68,000
01-27-102-04	Employment Security	1,046	2,538	2,500	6,000
01-27-102-05	Workers Compensation	16,395	15,761	19,000	19,000
01-27-102-06	City Pension	12,169	10,694	12,000	12,000
	<b>Total Personnel Services</b>	<b>\$ 1,352,915</b>	<b>\$ 1,416,125</b>	<b>\$ 1,499,500</b>	<b>\$ 1,620,500</b>
<b><u>Contractual Services</u></b>					
01-27-201-01	Electricity	\$ 226,976	\$ 202,624	\$ 210,000	\$ 210,000
01-27-201-03	Gas	29,418	32,118	32,250	32,250
01-27-201-05	Water and Sewer	35,937	43,329	37,000	37,000
	Trash	-	380	-	-
01-27-201-08	Telephone	7,536	7,339	5,000	8,500
01-27-202-02	Travel / Commercial	1,031	571	2,500	2,500
01-27-202-03	Lodging / Meals	4,286	2,473	4,800	4,800
01-27-202-04	Parking / Tolls	51	50	150	150
01-27-202-05	Mileage	696	523	1,500	1,000
01-27-203-01	Registration / Tuition	2,617	2,340	3,000	3,000
01-27-203-02	Staff Training	5,334	4,404	6,000	6,000
01-27-203-03	Tuition Reimbursement	700	-	-	-
01-27-204-01	Marketing / Public Relations	21,819	22,313	60,000	60,000
01-27-205-01	Insurance - Building & Equipment	29,806	32,732	37,000	37,000
01-27-205-02	Notary Bonds	-	-	100	100
01-27-206-01	Professional Organizations	1,420	2,875	2,500	3,500
01-27-206-05	Professional Services	-	21,334	60,000	-
01-27-207-07	Pre-Employment Drug Testing	7,844	8,426	6,100	6,100
01-27-208-13	Employee Recognition	2,464	2,191	3,000	3,500
01-27-210-01	Maint - Bldg. / Land	99,952	69,885	60,000	60,000
01-27-212-05	Equipment Maintenance	15,647	9,266	14,000	14,000
01-27-212-07	Vehicle Maintenance	-	-	500	500
01-27-213-02	Rental Equipment	10,477	8,374	12,800	12,800
01-27-214-03	Printing	14,362	11,990	15,000	15,000
01-27-214-05	Computer Services / Software	10,892	11,070	15,000	15,000
01-27-214-10	Registration Materials	-	-	-	-
01-27-214-11	Special Programs	13,985	24,305	22,850	25,000
01-27-214-12	Swim Programs	1,022	465	1,500	1,500
01-27-214-13	Mission Summer Program	31,228	30,633	31,500	33,000
01-27-215-01	Seasonal Programs	15,138	23,961	20,000	23,000
01-27-215-02	Contract Services / Maint. Agreements	56,476	60,196	63,000	63,000
01-27-215-05	Contract Instructors	156,606	158,711	165,000	175,000
01-27-215-06	Transportation Services	11,810	12,865	13,200	15,000
01-27-215-10	Parking Lot Lease	11,705	12,408	12,000	-
	<b>Total Contractual Services</b>	<b>\$ 827,236</b>	<b>\$ 820,149</b>	<b>\$ 917,250</b>	<b>\$ 868,200</b>



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Parks and Recreation - Sylvester Powell, Jr. Community Center

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate YE 2019</b>	<b>Proposed 2020</b>
<b><u>Commodities</u></b>					
01-27-301-01	Office Supplies	\$ 4,214	\$ 2,888	\$ 5,000	\$ 4,000
01-27-301-02	Clothing	4,806	7,059	6,000	8,000
01-27-301-03	Food Services / Concession Supplies	7,296	8,709	8,500	8,500
01-27-301-04	Postage	5,825	2,062	6,000	5,000
01-27-301-05	Printing	683	1,317	1,500	1,500
01-27-301-08	Equipment & Supplies	35,348	42,020	39,000	39,000
01-27-301-09	Special Event Supplies	6,129	5,854	10,000	10,000
01-27-303-04	Safety Supplies	90	1,015	-	-
01-27-304-02	Cleaning Supplies	20,120	17,990	22,000	22,000
01-27-304-05	Pool Chemicals	7,182	6,799	7,500	7,500
01-27-305-05	Bldg. Maint / Repair / Parts	6,024	8,364	6,000	6,000
01-27-306-01	Gas/Oil	450	428	1,000	1,000
01-27-306-02	Vehicle/Equip Repair Parts	-	-	-	-
<b>Total Commodities</b>		<b>\$ 98,168</b>	<b>\$ 104,505</b>	<b>\$ 112,500</b>	<b>\$ 112,500</b>
<b><u>Capital Outlay</u></b>					
01-27-402-03	Computer Systems	\$ 3,948	\$ -	\$ -	\$ -
01-27-407-01	Eqpt and Eqpt Replacement	-	-	-	-
01-27-407-03	Construction/Repair	-	-	-	-
01-27-407-05	Contingency	-	-	-	-
<b>Total Capital Outlay</b>		<b>\$ 3,948</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Parks &amp; Recreation - Community Center Total</b>		<b>\$ 2,282,266</b>	<b>\$ 2,340,778</b>	<b>\$ 2,529,250</b>	<b>\$ 2,601,200</b>



## City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Police

### Department Description

The Police Department is composed of three divisions: Administration, Patrol and Investigations. The Administrative division is responsible for developing and implementing departmental policy, providing management controls over daily department administrative and line functions, and are the focal point for interaction with other City departments and the community. The Patrol Division is comprised of police officers that respond to calls for service, identifying criminal activities, apprehending offenders, making Municipal and District Court appearances, enforcing traffic laws, patrolling neighborhoods, and attending community events/meetings. The Investigations Division unit gathers and processes evidence for solving crimes and prosecuting criminal suspects. They investigate crime scenes and support department crime prevention efforts by spotting trends in criminal activity and hosting community education classes.

The 2020 Budget includes funds for the replacement of six front line patrol vehicles through a lease/purchase, replacement of in-car and body cameras, and scheduled technology replacement. It also includes converting the two authorized over-hire positions to full-time to establish a Directed Patrol Unit (DPU). An additional vehicle for the DPU is also budgeted in 2020.

### Objectives

- Ensure the safety of Mission residents and visitors.
- Enhance the relationship between the police department and those that it serves through programs such as *Coffee with a Cop* and the Citizen's Police Academy.
- Recruit, train, and deploy qualified police personnel.
- Develop and manage a new police records management system, Niche.

	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>				
Personnel Services	\$ 2,687,810	\$ 2,946,661	\$ 3,209,820	\$ 3,354,000
Contractual Services	365,140	370,787	374,601	394,960
Commodities	97,683	103,850	147,360	152,000
Capital Outlay	76,145	34,062	293,852	282,700
Debt Service (Lease)	144,625	140,748	95,322	125,000
<b>Total</b>	\$ 3,371,402	\$ 3,596,108	\$ 4,120,955	\$ 4,308,660

### Authorized Positions

Full-Time	31.00	31.00	33.00	33.00
Part-Time	1.00	1.00	1.00	1.00
Seasonal	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Total</b>	32.00	32.00	34.00	34.00



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Police

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Personnel Services</u></b>					
01-30-101-01	Full Time Salaries	\$ 1,733,276	\$ 1,872,502	\$ 2,050,000	\$ 2,125,000
01-30-101-02	Part Time Salaries	258	-	6,500	-
01-30-101-04	Overtime Salaries	81,218	99,939	90,000	105,000
01-30-101-05	Overtime Salaries (Court)	3,547	8,306	10,000	10,000
01-30-102-01	Health/Welfare Benefits	375,634	402,525	425,000	435,000
01-30-102-02	Social Security	130,796	142,147	167,399	165,000
01-30-102-03	KPERS	8,589	9,609	18,821	19,000
01-30-102-04	Employment Security	1,705	4,263	4,500	10,000
01-30-102-05	Workers Compensation	24,592	31,521	37,000	37,000
01-30-102-06	City Pension	468	4,046	2,100	4,000
01-30-102-07	KP&F Retirement	326,539	373,428	398,500	444,000
01-30-102-08	NEACC Pension	1,188	(1,626)	-	-
<b>Total Personnel Services</b>		<b>\$ 2,687,810</b>	<b>\$ 2,946,661</b>	<b>\$ 3,209,820</b>	<b>\$ 3,354,000</b>

**Contractual Services**

01-30-201-01	Electric	\$ -	\$ -	\$ -	\$ -
01-30-201-08	Telephone	\$ 23,889	\$ 21,984	\$ 23,440	\$ 23,440
01-30-202-02	Commercial Travel	2,190	8,025	5,000	6,000
01-30-202-03	Lodging / Meals	14,123	16,371	20,000	20,000
01-30-202-04	Parking / Tolls / Misc.	70	221	250	750
01-30-202-05	Mileage Reimbursement	-	-	200	-
01-30-203-01	Registration / Tuition / Other	15,162	22,057	27,000	27,000
01-30-203-02	Firing Range	9,364	8,794	10,000	10,000
01-30-203-04	Training / Junior College	3,701	9,256	-	-
01-30-204-01	Advertising - Classified	1,045	-	500	-
01-30-205-01	Insurance	2,660	612	4,172	-
01-30-205-02	Notary Bonds	50	175	250	250
01-30-206-01	Professional Organizations	2,974	1,955	3,500	3,500
01-30-206-03	Periodicals/Books/Publications	925	1,509	1,250	1,500
01-30-206-05	Professional Services	-	3,472	2,900	4,000
01-30-207-07	Pre-employment Exams	9,150	5,410	5,000	7,000
01-30-208-04	Public Relations	15,477	12,758	13,000	13,000
01-30-208-13	Employee Recognition	2,703	2,762	3,500	3,500
01-30-210-02	Janitorial Services	11,480	11,479	12,000	12,000
01-30-212-04	Communications / Radios	470	-	1,000	1,000
01-30-212-05	Other Equip/Radar/Repair/Misc.	6,961	6,555	10,000	10,000
01-30-212-06	Service Contracts/Rentals	46,919	55,155	80,000	90,000
01-30-212-07	Vehicle Maintenance	33,300	29,318	41,800	30,000
01-30-213-02	Equipment Rental	-	515	750	-
01-30-213-03	Uniform Dry Cleaning	6,329	5,824	10,000	10,000
01-30-214-02	Vehicle Registration	762	556	770	1,000
01-30-214-05	Computer Services	38,829	36,847	50,000	50,000
01-30-214-06	Animal Control / Care	77,541	77,149	7,300	15,000
01-30-214-08	Prisoner Care	35,274	24,998	35,000	50,000
01-30-214-09	Crime Prevention	-	825	1,000	1,000
01-30-214-10	DARE Supplies	179	-	-	-



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Police

Account Number	Account Title	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Contractual Services (Cont.)</u></b>					
01-30-214-11	Local Law Enforcement Blk Grant	-	-	-	-
01-30-214-12	Bullet Proof Vest Grant	-	-	-	-
01-30-215-03	Miscellaneous	1,595	4,188	3,000	3,000
	<b>Total Contractual Services</b>	<b>\$ 365,140</b>	<b>\$ 370,787</b>	<b>\$ 374,601</b>	<b>\$ 394,960</b>

**Commodities**

01-30-301-01	Office Supplies	\$ 4,823	\$ 4,459	\$ 4,680	\$ 5,000
01-30-301-02	Copy Machine Supplies	-	-	200	-
01-30-301-04	Postage	914	489	2,000	2,000
01-30-301-05	Printed Forms	3,104	2,639	2,500	2,500
01-30-301-06	Other Operating Supplies	1,212	1,308	5,500	5,500
01-30-302-01	Uniforms/Leather/Protect Vests	20,914	24,320	31,000	33,000
01-30-302-02	Equipment - General	14,540	14,903	24,000	25,000
01-30-303-01	Investigation Supplies	2,219	2,426	4,000	3,500
01-30-303-02	Property/Evidence Supplies	1,451	1,340	3,500	4,000
01-30-303-03	Booking Facility Supplies	92	81	500	500
01-30-303-04	Safety Supplies	-	-	-	-
01-30-305-01	Janitorial Supplies	-	-	2,500	2,500
01-30-306-01	Fuel	46,447	47,938	58,480	60,000
01-30-306-02	Fleet Tire Replacement	1,577	3,279	7,500	7,500
01-30-306-03	Emergency Management	390	668	1,000	1,000
	<b>Total Commodities</b>	<b>\$ 97,683</b>	<b>\$ 103,850</b>	<b>\$ 147,360</b>	<b>\$ 152,000</b>

**Capital Outlay**

01-30-401-01	Office Machines	\$ -	\$ -	\$ -	\$ -
01-30-402-02	Office Furnishings	-	-	-	-
01-30-402-03	Computer Systems	-	132	21,000	21,000
01-30-403-01	Police Vehicles	69,207	31,471	41,152	70,000
01-30-404-03	Handguns / Shotguns	-	-	3,000	3,000
01-30-404-04	Radios	-	-	225,000	-
01-30-404-05	Radar	6,938	2,459	3,700	3,700
01-30-404-06	Other Equipment	-	-	-	-
01-30-404-07	In-Car/Body Cameras	-	-	-	185,000
01-30-404-08	Motorcycles	-	-	-	-
01-30-404-09	Bicycle Patrol	-	-	-	-
01-30-407-05	Contingency	-	-	-	-
	<b>Total Capital Outlay</b>	<b>\$ 76,145</b>	<b>\$ 34,062</b>	<b>\$ 293,852</b>	<b>\$ 282,700</b>



City of Mission 2020 Budget Worksheet

<b>Fund:</b>	General
<b>Department:</b>	Police

<b>Account Number</b>	<b>Account Title</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate YE 2019</b>	<b>Proposed 2020</b>
<b><u>Debt Service</u></b>					
	2014 Lease-Purchase	49,319	49,319	-	-
	2016 Lease-Purchase	95,306	91,429	95,322	-
	2020 Lease-Purchase	-	-	-	125,000
	<b>Total Debt Service</b>	<b>\$ 144,625</b>	<b>\$ 140,748</b>	<b>\$ 95,322</b>	<b>\$ 125,000</b>
	<b>Police Total</b>	<b>\$ 3,371,402</b>	<b>\$ 3,596,108</b>	<b>\$ 4,120,955</b>	<b>\$ 4,308,660</b>



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## 2020 Capital Project Funds





## City of Mission 2020 Budget Worksheet

**Fund Group:** Capital

**Fund:** Capital Improvement

### Fund Description

The Capital Improvement Fund accounts for resources used to construct and maintain infrastructure city-wide in accordance with a 5-Year Capital Improvement Program (CIP), or to cover debt service obligations for capital infrastructure projects that have been recently completed.

Funds come from intergovernmental revenues, proceeds from bond issues, and transfers from other funds. Since the 2016 Budget, the City Council has levied the equivalent of 7 mills of general property tax for the purpose of supporting the street and road construction efforts of the City. The additional property tax collected is transferred from the General Fund to Capital Improvement fund.

Capital Outlay for 2020 includes:

- Design of Foxridge Phase II (51st Street to Lamar)
- UBAS Surface Treatment of Lamar (Shawnee Mission Parkway to Foxridge), including striping for bike lanes

Debt Service in this fund includes:

- 2013C - Principal & Interest - Reconstruction of Johnson Drive (street portion) from Lamar Avenue to Nall Avenue. Stormwater funds are transferred to make the full debt service payment.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	340	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	89,354	1,183,916	240,681	1,415,288	1,466,480
Debt Service	653,688	654,843	650,473	550,738	550,838
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 743,042</b>	<b>\$ 1,839,098</b>	<b>\$ 891,154</b>	<b>\$ 1,966,026</b>	<b>\$ 2,017,318</b>
<u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Annual Budget

<div> <div>Fund Group:</div> <div>Capital</div> </div> <div> <div>Fund:</div> <div>Capital Improvement</div> </div>					
	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 36,846</b>	<b>\$ 418,400</b>	<b>\$ 420,890</b>	<b>\$ 784,516</b>	<b>\$ 311,525</b>
<b>REVENUES</b>					
<b>Intergovernmental Revenue</b>					
Jo County CARS Grant	\$ -	\$ 589,615	\$ -	\$ 528,000	\$ 421,530
Safe Routes to School Grant	-	-	-	-	68,000
Total for Intergovernmental Revenue	-	589,615	-	528,000	489,530
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>					
Mission Pet Mart Loan	\$ 64,360	\$ 64,361	\$ 64,360	\$ 64,360	\$ 64,360
Sale of Fixed Assets	-	-	-	-	-
West Gateway Plan Review Fees	1,840	22,483	-	-	-
Interest	120	2,244	10,309	3,000	3,000
Miscellaneous Revenue	11,513	-	-	-	-
Total for Miscellaneous and Other	\$ 77,833	\$ 89,087	\$ 74,669	\$ 67,360	\$ 67,360
<b>Transfers From Other Funds</b>					
General Fund	\$ 790,654	\$ 885,368	\$ 904,892	\$ 1,014,000	\$ 975,000
Storm Water Utility Fund (2013C)	256,110	277,519	275,219	283,675	283,575
Street Sales Tax Fund	-	-	-	-	-
Total for Transfers from Other Funds	\$ 1,046,764	\$ 1,162,887	\$ 1,180,111	\$ 1,297,675	\$ 1,258,575
<b>TOTAL REVENUES</b>	<b>\$ 1,124,597</b>	<b>\$ 1,841,588</b>	<b>\$ 1,254,780</b>	<b>\$ 1,893,035</b>	<b>\$ 1,815,465</b>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ 340	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ 89,354	\$ 1,183,916	\$ 240,681	\$ 1,415,288	\$ 1,466,480
<b>Debt Service</b>					
2007A - Principal & Interest	\$ 98,688	\$ 84,843	\$ 100,035	\$ -	\$ -
2013C - Principal & Interest	555,000	570,000	550,438	550,738	550,838
Total for Debt Service	\$ 653,688	\$ 654,843	\$ 650,473	\$ 550,738	\$ 550,838
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ 400,000	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 743,042</b>	<b>\$ 1,839,098</b>	<b>\$ 891,154</b>	<b>\$ 2,366,026</b>	<b>\$ 2,017,318</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 418,400</b>	<b>\$ 420,890</b>	<b>\$ 784,516</b>	<b>\$ 311,525</b>	<b>\$ 109,672</b>



# City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Capital
<b>Fund:</b>	Equipment Reserve and Replacement

## Fund Description

This fund was created to capture funds transferred from the General Fund for the purpose of buying vehicles and equipment. The fund also captures proceeds from the sale of vehicles and equipment to be re-used for new vehicle and equipment purchases.

Purchases for vehicles and equipment may be made from this fund.

In 2020, the purchase of a single axle dump truck, a 3/4-ton pick-up truck, and skid steer with attachments will be purchased for the Public Works Department.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	495	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	30,000	300,000
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 495</b>	<b>\$ 30,000</b>	<b>\$ 300,000</b>
<u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Annual Budget

<b>Fund Group:</b>		Capital		
<b>Fund:</b>		Equipment Reserve and Replacement		
	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate YE 2019</b>	<b>Proposed 2020</b>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ -</b>	<b>\$ 308,350</b>	<b>\$ 447,091</b>	<b>\$ 466,091</b>
<b>REVENUES</b>				
<b>Transfers from Other Funds</b>				
General Fund	\$ 200,000	\$ 100,000	\$ -	\$ -
Total for Transfers	\$ 200,000	\$ 100,000	\$ -	\$ -
<b>Miscellaneous and Other</b>				
Sale of Fixed Assets	\$ 108,350	\$ 39,236	\$ 40,000	\$ 40,000
Interest	-	-	9,000	9,500
Total For Miscellaneous and Other	\$ 108,350	\$ 39,236	\$ 49,000	\$ 49,500
<b>TOTAL REVENUES</b>	<b>\$ 308,350</b>	<b>\$ 139,236</b>	<b>\$ 49,000</b>	<b>\$ 49,500</b>
<b>EXPENDITURES</b>				
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ 495	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ 30,000	\$ 300,000
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 495</b>	<b>\$ 30,000</b>	<b>\$ 300,000</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 308,350</b>	<b>\$ 447,091</b>	<b>\$ 466,091</b>	<b>\$ 215,591</b>



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## 2020 Special Revenue Funds





# City of Mission 2020 Budget Worksheet

**Fund Group:** Special Revenue  
**Fund:** Storm Drain Utility

## Fund Description

The Storm Drain Utility was established in 2005 to provide an on-going, dedicated revenue source for funding storm water improvements throughout the community. Revenue consists of an annual fee collected from each property in the City as an assessment on the property tax bill. The fee is set as a dollar amount per ERU, or equivalent residential unit, that equals 2,600 sq. ft., the amount of impervious surface that an average single-family residential parcel is estimated to have. For 2020, the annual fee remains at \$28 per ERU/per month. A single-family parcel of property pays a storm water utility fee of \$336 per year. A larger parcel of property will pay a higher amount, determined by taking the total impervious surface for the parcel and dividing by 2,600 sq. ft. to determine the appropriate ERU multiplier.

Revenue is also derived from the Rock Creek Drainage Districts #1 and #2, which funds are transferred to the Storm Drain Utility. In addition, a special assessment on The Gateway project is also accounted for in this fund.

Funds are used primarily for debt service on the following general obligation bonds:

- 2010A - Refunding of 2008 temporary notes
- 2010B - Restructuring of 2005A and portion of 2009A G.O. Bonds
- 2013C - Storm water portion of the Johnson Drive Improvements (transfer to Capital Fund)
- 2014A - Refunding of a portion of 2009A G.O. Bonds
- 2019A - Rock Creek Channel Improvements (east of nall to Roeland Drive)

Secondary storm water system projects and maintenance activities are paid from this fund.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	31,892	34,896	446	1,427,500	400,000
Commodities	-	-	-	-	-
Capital Outlay	-	163,586	2,943	-	4,561,237
Debt Service	2,335,943	2,306,343	2,309,469	2,396,523	2,614,160
Transfers/Reserves	256,110	277,519	275,219	283,675	283,575
<b>Total</b>	<b>\$ 2,623,945</b>	<b>\$ 2,782,344</b>	<b>\$ 2,588,077</b>	<b>\$ 4,107,698</b>	<b>\$ 7,858,972</b>
<u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Annual Budget

<div> <div>Fund Group:</div> <div>Fund:</div> <div>Special Revenue Storm Drain Utility</div> </div>					
	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 37,027</b>	<b>\$ 295,917</b>	<b>\$ 178,485</b>	<b>\$ 1,906,995</b>	<b>\$ 5,266,297</b>
<b>REVENUES</b>					
<b>Fees</b>					
Storm Water Utility Fees	\$ 2,497,945	\$ 2,494,632	\$ 2,579,475	\$ 2,500,000	\$ 2,500,000
Storm Water Utility Fees Delinquent	34,531	76,592	127,362	35,000	35,000
Total Fees	<u>\$ 2,532,476</u>	<u>\$ 2,571,224</u>	<u>\$ 2,706,837</u>	<u>\$ 2,535,000</u>	<u>\$ 2,535,000</u>
<b>Special Assessments</b>	\$ 299,798	\$ -	\$ 1,498,990	\$ 599,000	\$ 599,000
<b>Intergovernmental</b>					
SMAC Funds	\$ -	\$ -	\$ -	\$ 115,000	\$ -
Total Intergovernmental	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 115,000</u>	<u>\$ -</u>
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ 4,100,000	\$ 18,220
<b>Miscellaneous and Other</b>					
Interest	\$ 561	\$ 6,688	\$ 22,760	\$ 30,000	\$ 40,000
Miscellaneous	-	-	-	-	-
Total Miscellaneous and Other	<u>\$ 561</u>	<u>\$ 6,688</u>	<u>\$ 22,760</u>	<u>\$ 30,000</u>	<u>\$ 40,000</u>
<b>Transfers From Other Funds</b>					
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Improvement Fund	-	-	-	-	-
Rock Creek Drainage #1 Fund	-	2,000	3,000	3,000	3,000
Rock Creek Drainage #2 Fund	50,000	85,000	85,000	85,000	85,000
Total Transfer From Other Funds	<u>\$ 50,000</u>	<u>\$ 87,000</u>	<u>\$ 88,000</u>	<u>\$ 88,000</u>	<u>\$ 88,000</u>
<b>TOTAL REVENUES</b>	<b><u>\$ 2,882,835</u></b>	<b><u>\$ 2,664,912</u></b>	<b><u>\$ 4,316,587</u></b>	<b><u>\$ 7,467,000</u></b>	<b><u>\$ 3,280,220</u></b>



City of Mission 2020 Budget Worksheet

		<b>Fund Group:</b> Special Revenue			
		<b>Fund:</b> Storm Drain Utility			
	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate YE 2019</b>	<b>Proposed 2020</b>
<b>EXPENDITURES</b>					
<b>Contractual Services</b>					
Professional Services	\$ -	\$ 60	\$ 120	\$ 5,000	\$ -
Engineering Services	11,119	33,871	326	924,500	50,000
Inspections	-	-	-	-	-
Storm Drain Repairs	20,774	965	-	498,000	350,000
Other Contractual Services	-	-	-	-	-
Refund Rebate Utility Fee	-	-	-	-	-
Total for Contractual Services	\$ 31,892	\$ 34,896	\$ 446	\$ 1,427,500	\$ 400,000
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ 163,586	\$ 2,943	\$ -	\$ 4,561,237
<b>Debt Service</b>					
2010A Refunding - Prin & Int	\$ 366,612	\$ 367,812	\$ 368,738	\$ 369,388	\$ 364,763
2010B Refunding - Interest	279,131	279,131	279,131	279,132	974,131
2014A Refunding - Prin & Int	324,838	321,838	1,389,838	1,741,438	1,050,538
2014B Refunding - Prin & Int	1,358,800	1,331,000	265,200	-	-
2019A GO Bonds - Prin& Int	-	-	-	-	218,163
KDHE Loan	6,562	6,562	6,562	6,565	6,565
Total For Debt Service	\$ 2,335,943	\$ 2,306,343	\$ 2,309,469	\$ 2,396,523	\$ 2,614,160
<b>Transfers To Other Funds</b>					
Capital Improvement Fund (2013C)	\$ 256,110	\$ 277,519	\$ 275,219	\$ 283,675	\$ 283,575
Total for Transfers to Other Funds	\$ 256,110	\$ 277,519	\$ 275,219	\$ 283,675	\$ 283,575
<b>TOTAL EXPENDITURES</b>	<b>\$ 2,623,945</b>	<b>\$ 2,782,344</b>	<b>\$ 2,588,077</b>	<b>\$ 4,107,698</b>	<b>\$ 7,858,972</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 295,917</b>	<b>\$ 178,485</b>	<b>\$ 1,906,995</b>	<b>\$ 5,266,297</b>	<b>\$ 687,545</b>



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## City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Street Sales Tax

### Fund Description

In April 2012, voters approved a 1/4 of 1% special sales tax for streets - more commonly known as the Street Sales tax. The tax has a 10-year sunset, and will expire in March 2022.

Revenue from the street sales tax is pledged first to retire the Series 2012-A General Obligation Bonds issued for the Martway/Johnson Drive rehabilitation projects. Any remaining revenue is available to support other street and road improvements, primarily the City's annual seal and overlay program in residential areas of the City. Funds are reserved in 2019 for potential TUF Claims Settlement.

#### Capital Projects for 2020:

- Residential Street Maintenance Program (\$300,000)
- PW Maintenance Programs (\$75,000)

#### Debt Service:

- 2012A - Principal & Interest - Martway/Johnson Drive Improvements

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	140,000	168,562	-	-	375,000
Debt Service	470,870	472,045	472,315	471,660	470,060
Transfers/Reserves	-	-	-	375,000	-
<b>Total</b>	<b>\$ 610,870</b>	<b>\$ 640,607</b>	<b>\$ 472,315</b>	<b>\$ 846,660</b>	<b>\$ 845,060</b>
<u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Annual Budget

	<b>Fund Group:</b>		Special Revenue		
	<b>Fund:</b>		Street Sales Tax		
	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate YE 2019</b>	<b>Proposed 2020</b>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 318,999</b>	<b>\$ 341,499</b>	<b>\$ 308,203</b>	<b>\$ 455,201</b>	<b>\$ 240,026</b>
<b>REVENUES</b>					
<b>Sales Tax - 1/4 Cent for Streets</b>	\$ 633,295	\$ 606,061	\$ 616,486	\$ 616,485	\$ 600,000
<b>Miscellaneous and Other</b>					
Interest	\$ 75	\$ 1,250	\$ 2,827	\$ 15,000	\$ 15,000
<b>Total Miscellaneous and Other</b>	\$ 75	\$ 1,250	\$ 2,827	\$ 15,000	\$ 15,000
<b>TOTAL REVENUES</b>	<b>\$ 633,370</b>	<b>\$ 607,311</b>	<b>\$ 619,313</b>	<b>\$ 631,485</b>	<b>\$ 615,000</b>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ 140,000	\$ 168,562	\$ -	\$ -	\$ 375,000
<b>Debt Service</b>					
2012A - Principal & Interest	\$ 470,870	\$ 472,045	\$ 472,315	\$ 471,660	\$ 470,060
<b>Total for Debt Service</b>	\$ 470,870	\$ 472,045	\$ 472,315	\$ 471,660	\$ 470,060
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ 375,000	\$ -
<b>Transfers To Other Funds</b>					
Capital Improvement Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Transportation Utility Fund	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total for Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 610,870</b>	<b>\$ 640,607</b>	<b>\$ 472,315</b>	<b>\$ 846,660</b>	<b>\$ 845,060</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 341,499</b>	<b>\$ 308,203</b>	<b>\$ 455,201</b>	<b>\$ 240,026</b>	<b>\$ 9,966</b>



## City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Parks and Recreation Sales Tax

### Fund Description

In April 2013, voters approved a 3/8 of 1% Special Sales Tax for Parks and Recreation - more commonly known as the Parks and Recreation Sales Tax. The sales tax has a sunset of 10 years and will expire in March 2023.

A portion of the sales tax is pledged to retire the Series 2013-B General Obligation Bonds that were issued for renovations and improvements to the Mission Family Aquatic Center (MFAC).

Another portion is used to fund various capital improvements at the SPJCC Community Center, which has primarily been building renovation and equipment maintenance.

The balance is earmarked to establish a reserve for other parks and recreation activities including repair and maintenance of building components at the City's community center, maintenance and improvements at the outdoor aquatic center, and implementation of recommendations from the recently completed Parks Master Plan, particularly at the eight outdoor parks.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	404,344	252,011	407,756	-	-
Debt Service	526,450	529,000	531,100	527,750	529,100
Transfers/Reserves	-	-	-	60,000	60,000
<b>Total</b>	<b>\$ 930,794</b>	<b>\$ 781,011</b>	<b>\$ 938,856</b>	<b>\$ 587,750</b>	<b>\$ 589,100</b>
<u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Annual Budget

		<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Parks and Recreation Sales Tax	
	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimte YE 2019</b>	<b>Proposed 2020</b>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 738,850</b>	<b>\$ 765,070</b>	<b>\$ 896,721</b>	<b>\$ 891,257</b>	<b>\$ 753,257</b>
<b>REVENUES</b>					
<b>Sales Tax - 3/8th Cent for Parks</b>	\$ 949,943	\$ 909,092	\$ 924,728	\$ 900,000	\$ 875,000
<b>Bond Proceeds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Miscellaneous and Other</b>					
Miscellaneous	\$ 6,766	\$ -	\$ -	\$ -	\$ -
Interest	305	3,569	8,664	-	-
Total for Miscellaneous and Other	\$ 7,071	\$ 3,569	\$ 8,664	\$ -	\$ -
<b>TOTAL REVENUES</b>	<b>\$ 957,014</b>	<b>\$ 912,661</b>	<b>\$ 933,392</b>	<b>\$ 900,000</b>	<b>\$ 875,000</b>
<b>EXPENDITURES</b>					
<b>Capital Outlay</b>	\$ 404,344	\$ 252,011	\$ 407,756	\$ -	\$ -
Outdoor Parks	\$ -	\$ -	\$ -	\$ 105,000	\$ 350,000
MFAC	\$ -	\$ -	\$ -	\$ 29,750	\$ 79,000
SPJCC	\$ -	\$ -	\$ -	\$ 315,500	\$ 247,600
Total for Capital Outlay	\$ 404,344	\$ 252,011	\$ 407,756	\$ 450,250	\$ 676,600
<b>Debt Service</b>					
2013B - Principal & Interest	\$ 526,450	\$ 529,000	\$ 531,100	\$ 527,750	\$ 529,100
Total For Debt Service	\$ 526,450	\$ 529,000	\$ 531,100	\$ 527,750	\$ 529,100
<b>Reserves</b>					
Outdoor Park Improvements	\$ -	\$ -	\$ -	\$ -	\$ -
Facility Reserve - SPJCC	-	-	-	50,000	50,000
Facility Reserve - MFAC	-	-	-	10,000	10,000
Total for Reserve Accounts	\$ -	\$ -	\$ -	\$ 60,000	\$ 60,000
<b>Transfers To Other Funds</b>					
General Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Total for Transfers to Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 930,794</b>	<b>\$ 781,011</b>	<b>\$ 938,856</b>	<b>\$ 1,038,000</b>	<b>\$ 1,265,700</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 765,070</b>	<b>\$ 896,721</b>	<b>\$ 891,257</b>	<b>\$ 753,257</b>	<b>\$ 362,557</b>



## City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Special Highway

### Fund Description

Kansas state statutes (K.S.A. 79-3425c) provide for certain highway aid payments to be distributed directly to cities on a per capita basis from the state treasurer. Payments are made quarterly from the state's Special City and County Highway (SCCH) fund, which receives approximately 35% of the state's motor fuel tax collections. Cities must credit their payments to a separate fund for construction, reconstruction, alteration, repair, and maintenance of streets and highways.

The City utilizes these funds for general street repair including bridges, streetlights, curbs and drainage, and the annual chip seal and overlay programs. These funds may be used to leverage funds from the County Assistance Road System (CARS) Program, state and federal grants, or transfers from other funds.

### Capital Projects 2020:

- Full-depth reconstruction (\$200,000)
- Bridge inspections/maintenance (\$25,000)

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b><u>Department Budget Summary</u></b>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	11,612	25,000	25,000
Capital Outlay	199,061	291,536	214,031	75,000	225,000
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 199,061</b>	<b>\$ 291,536</b>	<b>\$ 225,643</b>	<b>\$ 100,000</b>	<b>\$ 250,000</b>
<b><u>Authorized Positions</u></b>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Annual Budget

	<b>Fund Group:</b>		Special Revenue		
	<b>Fund:</b>		Special Highway		
	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estimate YE 2019</b>	<b>Proposed 2020</b>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 12,390</b>	<b>\$ 129,376</b>	<b>\$ 91,216</b>	<b>\$ 123,626</b>	<b>\$ 48,726</b>
<b>REVENUES</b>					
<b>Intergovernmental - Kansas Gas Tax</b>	\$ 316,034	\$ 252,742	\$ 256,180	\$ 250,000	\$ 250,000
<b>Miscellaneous and Other</b>					
Interest	\$ 12	\$ 634	\$ 1,873	\$ 100	\$ 100
Miscellaneous	-	-	-	-	-
	<u>\$ 12</u>	<u>\$ 634</u>	<u>\$ 1,873</u>	<u>\$ 100</u>	<u>\$ 100</u>
<b>TOTAL REVENUES</b>	<b><u>\$ 316,047</u></b>	<b><u>\$ 253,376</u></b>	<b><u>\$ 258,053</u></b>	<b><u>\$ 250,100</u></b>	<b><u>\$ 250,100</u></b>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
Full-Time Salaries	\$ -	\$ -	\$ -	\$ -	\$ -
Health/Welfare Benefits	-	-	-	-	-
Social Security	-	-	-	-	-
KPERS	-	-	-	-	-
Employment Security	-	-	-	-	-
City Pension	-	-	-	-	-
Total for Personnel Services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>					
Asphalt Patch	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,612</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>
Total for Commodities	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 11,612</u>	<u>\$ 25,000</u>	<u>\$ 25,000</u>
<b>Capital Outlay</b>	\$ 199,061	\$ 291,536	\$ 214,031	\$ 75,000	\$ 225,000
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Reserves</b>	\$ -	\$ -	\$ -	\$ 225,000	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 199,061</u></b>	<b><u>\$ 291,536</u></b>	<b><u>\$ 225,643</u></b>	<b><u>\$ 325,000</u></b>	<b><u>\$ 250,000</u></b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 129,376</b>	<b>\$ 91,216</b>	<b>\$ 123,626</b>	<b>\$ 48,726</b>	<b>\$ 48,826</b>



# City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Special Alcohol

## Fund Description

By statute, the State of Kansas imposes a 10 percent Liquor Drink Tax (aka Alcohol Tax) on the sale of any drink containing alcoholic liquor sold by clubs, caterers, or drinking establishments. Revenue derived from this tax is allocated 30 percent to the State and 70 percent to the city or county where the tax is collected. The statute further stipulates that for cities of Mission's size, the portion allocated to the local jurisdiction be proportioned in thirds, with one third to the General Fund, one third to a Special Parks and Recreation Fund, and one third to a Special Alcohol Tax Fund.

The Special Alcohol Tax Fund is to support programs "whose principal purpose is alcoholism and drug abuse prevention or treatment of persons who are alcoholics or drug abusers, or are in danger of becoming alcoholics or drug abusers." (KSA 79-41a04).

Of the 2020 funds proportioned to this fund, \$15,000 will support the Mission Police Department's DARE activities, \$30,000 will support the City's participation in the Johnson County mental health co-responder program, and \$50,000 will be provided to agencies designated by the Drug & Alcoholism Council to support the provision of KSA 79-41a04.

The Drug and Alcoholism Council (DAC), a program supported by the United Community Services of Johnson County, offers grants each year to various organizations within the county that provide alcohol and drug abuse prevention and treatment programs. The grants are structured in such a manner that the grantees have access to funds from multiple participating jurisdictions. The governing body of each jurisdiction has the ultimate authority and responsibility to determine which organizations receive funds.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>Department Budget Summary</b>					
Personnel Services	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
Contractual Services	28,038	37,950	37,952	67,500	80,000
Commodities	-	-	-	1,000	1,000
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 43,038</b>	<b>\$ 52,950</b>	<b>\$ 37,952</b>	<b>\$ 83,500</b>	<b>\$ 96,000</b>

## Authorized Positions

Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Annual Budget

<div> <div>Fund Group: Special Revenue</div> <div>Fund: Special Alcohol</div> </div>					
	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>FUND BALANCE JANUARY 1</b>	\$ 27,423	\$ 46,201	\$ 68,040	\$ 110,196	\$ 110,696
<b>REVENUES</b>					
Intergovernmental - Alcohol Tax	\$ 61,815	\$ 74,789	\$ 80,108	\$ 84,000	\$ 85,000
<b>TOTAL REVENUES</b>	<u>\$ 61,815</u>	<u>\$ 74,789</u>	<u>\$ 80,108</u>	<u>\$ 84,000</u>	<u>\$ 85,000</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>					
Full-Time Salaries	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
Health/Welfare Benefits	-	-	-	-	-
Social Security	-	-	-	-	-
KPERS	-	-	-	-	-
Employment Security	-	-	-	-	-
City Pension	-	-	-	-	-
Total for Personnel Services	\$ 15,000	\$ 15,000	\$ -	\$ 15,000	\$ 15,000
<b>Contractual Services</b>					
Drug and Alcoholism Council	\$ 28,038	\$ 31,962	\$ 30,000	\$ 40,000	\$ 50,000
Mental Health Responder	-	5,988	7,952	27,500	30,000
Total Contractual Services	\$ 28,038	\$ 37,950	\$ 37,952	\$ 67,500	\$ 80,000
<b>Commodities</b>					
DARE Supplies	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
Total Supplies	\$ -	\$ -	\$ -	\$ 1,000	\$ 1,000
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 43,038</u>	<u>\$ 52,950</u>	<u>\$ 37,952</u>	<u>\$ 83,500</u>	<u>\$ 96,000</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 46,201	\$ 68,040	\$ 110,196	\$ 110,696	\$ 99,696



# City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Special Parks and Recreation

## Fund Description

By statute, the State of Kansas imposes a 10 percent Liquor Drink Tax (aka Alcohol Tax) on the sale of any drink containing alcoholic liquor sold by clubs, caterers, or drinking establishments. Revenue derived from this tax is allocated 30 percent to the State and 70 percent to the city or county where the tax is collected. The statute further stipulates that for cities of Mission's size, the portion allocated to the local jurisdiction be proportioned in thirds, with one third to the General Fund, one third to a Special Parks and Recreation Fund, and one third to a Special Alcohol Tax Fund.

The funds proportioned to the City's Special Parks and Recreation Fund to support general programming and parks construction and maintenance.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	13,297	2,357	-	-
Debt Service	55,051	47,922	70,624	67,655	67,655
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 55,051</b>	<b>\$ 61,219</b>	<b>\$ 72,981</b>	<b>\$ 67,655</b>	<b>\$ 67,655</b>
<u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Annual Budget

<div> <div>Fund Group: Special Revenue</div> <div>Fund: Special Parks and Recreation</div> </div>					
	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 24,065</b>	<b>\$ 29,905</b>	<b>\$ 43,549</b>	<b>\$ 81,801</b>	<b>\$ 98,346</b>
<b>REVENUES</b>					
Intergovernmental - Alcohol Tax	\$ 60,484	\$ 74,789	\$ 80,108	\$ 84,000	\$ 85,000
Bond/Lease Proceeds	\$ -	\$ -	\$ -	\$ -	\$ -
Miscellaneous and Other					
Miscellaneous	\$ 385	\$ -	\$ 30,845	\$ -	\$ -
Interest	22	74	280	200	200
Total Miscellaneous and Other	\$ 407	\$ 74	\$ 31,125	\$ 200	\$ 200
<b>TOTAL REVENUES</b>	<b>\$ 60,891</b>	<b>\$ 74,863</b>	<b>\$ 111,233</b>	<b>\$ 84,200</b>	<b>\$ 85,200</b>
<b>EXPENDITURES</b>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	\$ -	\$ -	\$ -	\$ -	\$ -
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ 13,297	\$ 2,357	\$ -	\$ -
Debt Service/Lease Payments	\$ 55,051	\$ 47,922	\$ 70,624	\$ 67,655	\$ 67,655
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 55,051</b>	<b>\$ 61,219</b>	<b>\$ 72,981</b>	<b>\$ 67,655</b>	<b>\$ 67,655</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 29,905</b>	<b>\$ 43,549</b>	<b>\$ 81,801</b>	<b>\$ 98,346</b>	<b>\$ 115,891</b>



## City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Solid Waste Utility

### Fund Description

The City established the Solid Waste Utility in 2008 as a mechanism for more efficient and cost effective collection of residential solid waste, and to promote the recycling of solid waste. Through the Solid Waste Utility, the City contracts with one hauler to provide solid waste collection for all single-family residential properties in the city. The City collects a fee for this service as a special assessment on the property tax bill.

The City currently has a contract with Waste Management (formerly Deffenbaugh Industries), which will expire in 2019. Solid waste collection (trash, recycling, and yard waste) is once a week, and the service includes a bulky item pick-up the first week of every month. The annual Solid Waste Utility Fee is \$170 per single-family residential parcel.

The City supplements the fee paid by single family property owners with a transfer from the General Fund to the Solid Waste Utility Fund.

The City will be working on bidding out solid waste services in 2019 so that a contract is in place when the current contract expires at the of 2019.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	566,273	567,452	591,154	612,000	672,000
Commodities	1,000	2,000	2,000	500	500
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 567,273</b>	<b>\$ 569,452</b>	<b>\$ 593,154</b>	<b>\$ 612,500</b>	<b>\$ 672,500</b>
<u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Annual Budget

		<b>Fund Group:</b> Special Revenue		<b>Fund:</b> Solid Waste Utility	
	<b>Actual 2016</b>	<b>Actual 2017</b>	<b>Actual 2018</b>	<b>Estiamte YE 2019</b>	<b>Proposed 2020</b>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ (41,721)</b>	<b>\$ (30,883)</b>	<b>\$ (27,179)</b>	<b>\$ (6,611)</b>	<b>\$ (6,011)</b>
<b>REVENUES</b>					
<b>Fees</b>					
Solid Waste Utility Fee	\$ 490,878	\$ 485,277	\$ 498,933	\$ 525,000	\$ 585,000
Trash Bag Sales	1,918	2,478	2,637	2,000	2,000
Yard Waste Stickers	288	-	-	-	-
Commercial Recycling	-	-	-	-	-
Recycling Rebate	-	29	-	1,000	1,000
	<u>\$ 493,084</u>	<u>\$ 487,784</u>	<u>\$ 501,570</u>	<u>\$ 528,000</u>	<u>\$ 588,000</u>
<b>Miscellaneous and Other</b>					
Interest	\$ 27	\$ 372	\$ 2,152	\$ 100	\$ 100
Total for Miscellaneous and Other	<u>\$ 27</u>	<u>\$ 372</u>	<u>\$ 2,152</u>	<u>\$ 100</u>	<u>\$ 100</u>
<b>Transfers from Other Funds</b>					
General Fund	\$ 85,000	\$ 85,000	\$ 110,000	\$ 85,000	\$ 95,000
Total for Miscellaneous and Other	<u>\$ 85,000</u>	<u>\$ 85,000</u>	<u>\$ 110,000</u>	<u>\$ 85,000</u>	<u>\$ 95,000</u>
<b>TOTAL REVENUES</b>	<b><u>\$ 578,111</u></b>	<b><u>\$ 573,156</u></b>	<b><u>\$ 613,722</u></b>	<b><u>\$ 613,100</u></b>	<b><u>\$ 683,100</u></b>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>					
Solid Waste Contract	\$ 563,419	\$ 565,006	\$ 588,959	\$ 607,000	\$ 667,000
Utility Rebate Refund	<u>2,854</u>	<u>2,446</u>	<u>2,195</u>	<u>5,000</u>	<u>5,000</u>
Total for Contractual Services	<u>\$ 566,273</u>	<u>\$ 567,452</u>	<u>\$ 591,154</u>	<u>\$ 612,000</u>	<u>\$ 672,000</u>
<b>Commodities</b>	\$ 1,000	\$ 2,000	\$ 2,000	\$ 500	\$ 500
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 567,273</u></b>	<b><u>\$ 569,452</u></b>	<b><u>\$ 593,154</u></b>	<b><u>\$ 612,500</u></b>	<b><u>\$ 672,500</u></b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ (30,883)</b>	<b>\$ (27,179)</b>	<b>\$ (6,611)</b>	<b>\$ (6,011)</b>	<b>\$ 4,589</b>



# City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue	
<b>Fund:</b>	Mission Conv. and Visitors Bur.	

## Fund Description

Charter Ordinance No. 17 was approved in March of 2006 establishing a Transient Guest Tax of 6%, a Convention and Tourism Fund, and a Convention Commission. This was subsequently revised by Charter Ordinance No. 18, which raised the Transient Guest Tax to 9%, and Charter Ordinance No. 24 which reconstituted the Convention Commission to the Mission Convention and Visitors Bureau (MCVB).

The Transient Guest Tax, along with sponsorships, special event revenue, and donations is used for the promotion of the City of Mission and attracting tourism through festivals, special events, and the Mission magazine.

In 2017, the MCVB Committee was disbanded, but the fund remains to account for receipt and expenditure of the Transient Guest Tax. The City continues to manage revenues and expenses for the Mission Business Partnership and the Holiday Adoption efforts through the MCVB Fund.

Funds in the amount of \$10,000 are included in the 2020 budget to purchase banners for the Johnson Drive corridor.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	53,080	82,628	82,172	83,500	85,500
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	10,000
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 53,080</b>	<b>\$ 82,628</b>	<b>\$ 82,172</b>	<b>\$ 83,500</b>	<b>\$ 95,500</b>
<u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Annual Budget

<div> <div>Fund Group:</div> <div>Fund:</div> <div>Special Revenue Mission Convention and Visitors Bureau (MCVB)</div> </div>					
	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 61,493</b>	<b>\$ 76,345</b>	<b>\$ 75,595</b>	<b>\$ 69,343</b>	<b>\$ 121,343</b>
<b>REVENUES</b>					
<b>Transient Guest Tax Receipts</b>	\$ 43,835	\$ 64,160	\$ 61,384	\$ 60,000	\$ 60,000
<b>Miscellaneous and Other</b>					
Event Sponsorship/Revenue	\$ 21,555	\$ 9,858	\$ 9,085	\$ 10,000	\$ 10,000
Holiday Adoption Revenue	2,525	7,580	4,430	25,000	25,000
Interest	-	280	741	500	500
Miscellaneous Revenue	17	-	280	40,000	-
Total for Miscellaneous and Other	\$ 24,097	17,718	14,536	75,500	35,500
<b>TOTAL REVENUES</b>	<b>\$ 67,932</b>	<b>\$ 81,878</b>	<b>\$ 75,920</b>	<b>\$ 135,500</b>	<b>\$ 95,500</b>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>					
MCVB General Expenses	\$ 2,264	\$ -	\$ 11,773	\$ -	\$ -
Barbeque Contest	17,433	-	-	-	-
Holiday Lights Event	3,641	5,673	922	-	-
Mission Merchants	1,403	7,167	7,355	7,500	7,500
MCVB Magazine	22,255	41,351	45,536	50,000	50,000
Holiday Adoptions	6,083	28,438	16,586	25,000	25,000
Pole Sign Incentive Program	-	-	-	1,000	3,000
Business Support Programs	-	-	-	-	-
Total for Contractual Services	\$ 53,080	\$ 82,628	\$ 82,172	\$ 83,500	\$ 85,500
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ 10,000
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b>\$ 53,080</b>	<b>\$ 82,628</b>	<b>\$ 82,172</b>	<b>\$ 83,500</b>	<b>\$ 95,500</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 76,345</b>	<b>\$ 75,595</b>	<b>\$ 69,343</b>	<b>\$ 121,343</b>	<b>\$ 121,343</b>



# City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Mission Crossing TIF/CID

## Fund Description

Mission Crossing is the redevelopment of a 6.2 acre site on the City's western boundary that, since 1954, had been the former headquarters and manufacturing plant for Herff Jones, Inc. The project entailed the demolition of the existing building and construction of three stand-alone buildings totaling approximately 20,000 square feet of commercial space, and a 100 unit residential facility designed for independent, senior-living.

The mixed use development complies with the redevelopment goals of the City's West Gateway district. It includes streetscape improvements along the project perimeters, a new public park located at the southwest corner of Martway and Broadmoor, a public trail along Metcalf Avenue and two transit shelters to access the enhanced bus services along the Johnson Drive/Martway corridors.

The Mission Crossing Tax Increment Financing (TIF) district and Community Improvement District (CID) were both established in 2010 for the purpose of redirecting revenue (property and sales tax) generated from the project to reimburse the developer for certain approved development costs. The TIF [K.S.A 12-1770 et seq] is structured to reimburse the developer on a "pay-as-you-go" basis with reimbursement coming from the property tax on the assessed valuation above (property tax increment) the assessed valuation at the time the agreement was adopted (base valuation), and the City's 1% general sales tax generated from all retail sales that occur within the defined project area. The CID [K.S.A 12-6a26 et seq] is structured to reimburse the developer on a "pay-as-you-go" basis with reimbursement coming from an additional 1% sales tax collected on retail sales generated within the district.

This project is anticipated to generate approximately \$3,948,000 in TIF revenue over the 20 year life of the TIF plan, and approximately \$1,188,000 in CID revenue over the 22 year life of the CID.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	269,091	319,587	506,831	207,790	370,000
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 269,091</b>	<b>\$ 319,587</b>	<b>\$ 506,831</b>	<b>\$ 207,790</b>	<b>\$ 370,000</b>

## Authorized Positions

Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Annual Budget

		<b>Fund Group:</b>		Special Revenue	
		<b>Fund:</b>		Mission Crossing TIF/CID	
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 26,587</b>	<b>\$ 5,940</b>	<b>\$ 5,943</b>	<b>\$ (142,816)</b>	<b>\$ 8,439</b>
<b>REVENUES</b>					
Property Taxes -TIF	\$ 103,355	\$ 174,378	\$ 207,442	\$ 199,045	\$ 210,000
Sales Tax - TIF	\$ 73,579	\$ 72,562	\$ 76,240	\$ 80,000	\$ 80,000
Sales Tax - CID	\$ 71,510	\$ 72,650	\$ 74,390	\$ 80,000	\$ 80,000
<b>TOTAL REVENUES</b>	<b><u>\$ 248,444</u></b>	<b><u>\$ 319,590</u></b>	<b><u>\$ 358,072</u></b>	<b><u>\$ 359,045</u></b>	<b><u>\$ 370,000</u></b>
<b>EXPENDITURES</b>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>					
TIF Property Tax Reimbursement	\$ 103,355	\$ 174,378	\$ 358,697	\$ 47,790	\$ 210,000
TIF Sales Tax Reimbursement	83,861	72,370	74,976	80,000	80,000
CID Sales Tax Reimbursement	<u>81,876</u>	<u>72,839</u>	<u>73,158</u>	<u>80,000</u>	<u>80,000</u>
Total for Contractual Services	\$ 269,091	\$ 319,587	\$ 506,831	\$ 207,790	\$ 370,000
Commodities	\$ -	\$ -	\$ -	\$ -	\$ -
Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
Debt Service	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers To Other Funds	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<b><u>\$ 269,091</u></b>	<b><u>\$ 319,587</u></b>	<b><u>\$ 506,831</u></b>	<b><u>\$ 207,790</u></b>	<b><u>\$ 370,000</u></b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 5,940</b>	<b>\$ 5,943</b>	<b>\$ (142,816)</b>	<b>\$ 8,439</b>	<b>\$ 8,439</b>



# City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Cornerstone Commons CID

## Fund Description

The Cornerstone Commons project is the redevelopment of a 2.98 acre tract at the southwest corner of Johnson Drive and Barkley Street. Prior to redevelopment, the site was an automobile dealership that had closed.

The project is a mixed-use development that conforms to the design principles of the West Gateway district and Form Based Code by having multi-level structures situated up to the sidewalk, on-street parking, and pedestrian oriented elements such as benches, lighting, and landscaping.

The development includes a 15,000 square foot Natural Grocer store, a 4,000 square foot building for casual dining/retail, and a third 12,000 square foot building for casual dining/retail and office.

The CID [K.S.A 12-6a26 et seq] is structured to reimburse the project developer on a "pay-as-you-go" basis with reimbursement coming from an additional 1% sales tax collected on retail sales generated within the district.

The total estimated value for all of the improvements is \$1,721,788, of which the redevelopment agreement stipulates that no more than \$1,500,000 will be reimbursed to the developer through the CID sales tax.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	63,772	62,360	78,727	78,727	70,500
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers/Reserves	-	-	-	-	-
<b>Total</b>	<b>\$ 63,772</b>	<b>\$ 62,360</b>	<b>\$ 78,727</b>	<b>\$ 78,727</b>	<b>\$ 70,500</b>
<u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Annual Budget

		<b>Fund Group:</b>		Special Revenue	
		<b>Fund:</b>		Cornerstone Commons CID	
	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Estimate YE 2019</u>	<u>Proposed 2020</u>
<b>FUND BALANCE JANUARY 1</b>	\$ 6,566	\$ 14,277	\$ 17,794	\$ 6,033	\$ 3,533
<b>REVENUES</b>					
<b>Sales Tax - CID</b>	\$ 71,482	\$ 65,878	\$ 66,966	\$ 68,000	\$ 70,000
<b>TOTAL REVENUES</b>	<u>\$ 71,482</u>	<u>\$ 65,878</u>	<u>\$ 66,966</u>	<u>\$ 68,000</u>	<u>\$ 70,000</u>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>					
CID Sales Tax Reimbursement	\$ 63,772	\$ 62,360	\$ 78,727	\$ 68,000	\$ 68,000
Administrative Fee	-	-	-	2,500	2,500
Total for Contractual Services	<u>\$ 63,772</u>	<u>62,360</u>	<u>78,727</u>	<u>70,500</u>	<u>70,500</u>
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL EXPENDITURES</b>	<u>\$ 63,772</u>	<u>\$ 62,360</u>	<u>\$ 78,727</u>	<u>\$ 70,500</u>	<u>\$ 70,500</u>
<b>FUND BALANCE DECEMBER 31</b>	\$ 14,277	\$ 17,794	\$ 6,033	\$ 3,533	\$ 3,033



## City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Rock Creek Drainage Dist. #1

### Fund Description

The City established the Rock Creek Drainage District No. 1 pursuant to K.S.A. 13-10,128 through 13-10,133 in July of 2006 (Ordinance 1206). Drainage District No. 1 is comprised of the original Mission Mall site bounded by Shawnee Mission Parkway, Roeland Drive, and Johnson Drive.

A special mill levy is assessed on all properties within the district for the construction, maintenance, repair or replacement of storm sewers and storm drains contained within the storm drainage district or within the watershed in the City that contributed to the storm drainage flowing into and/or out of the storm drainage district. Property tax revenue may also be used for debt service associated with the construction, maintenance, repair or replacement of same storm sewers and drains. Funds from the Rock Creek Drainage District #1 are transferred to the City's Storm Water Utility Fund to assist with debt service.

At present the site is vacant, but is anticipated to be developed in the near future into a 556,000 square feet residential/retail/commercial mixed-use project to be known as The Gateway.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	-	-	-	-	-
Debt Service	-	-	-	-	-
Transfers/Reserves	-	2,000	3,000	3,000	3,000
<b>Total</b>	\$ -	\$ 2,000	\$ 3,000	\$ 3,000	\$ 3,000
<u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	0.00	0.00	0.00	0.00	0.00



City of Mission 2020 Annual Budget

<div> <div>Fund Group: Special Revenue</div> <div>Fund: Rock Creek Drainage Dist. #1</div> </div>					
	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 1,423</b>	<b>\$ 3,672</b>	<b>\$ 1,711</b>	<b>\$ 9,909</b>	<b>\$ 11,909</b>
<b>REVENUES</b>					
<b>Property Taxes</b>					
Real Estate Tax	\$ 2,249	\$ 24	\$ 4,506	\$ 5,000	\$ 5,000
Real Estate Tax Delinquent	-	-	6,661	-	-
Total for Property Taxes	<u>\$ 2,249</u>	<u>\$ 24</u>	<u>\$ 11,167</u>	<u>\$ 5,000</u>	<u>\$ 5,000</u>
<b>Miscellaneous and Other</b>					
Interest	\$ -	\$ 15	\$ 31	\$ -	\$ -
Total for Miscellaneous and Other	<u>\$ -</u>	<u>\$ 15</u>	<u>\$ 31</u>	<u>\$ -</u>	<u>\$ -</u>
<b>TOTAL REVENUES</b>	<b><u>\$ 2,249</u></b>	<b><u>\$ 39</u></b>	<b><u>\$ 11,198</u></b>	<b><u>\$ 5,000</u></b>	<b><u>\$ 5,000</u></b>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>					
Storm Water Utility Fund	\$ -	\$ 2,000	\$ 3,000	\$ 3,000	\$ 3,000
Total for Transfers To Other Funds	<u>\$ -</u>	<u>\$ 2,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>	<u>\$ 3,000</u>
<b>TOTAL EXPENDITURES</b>	<b><u>\$ -</u></b>	<b><u>\$ 2,000</u></b>	<b><u>\$ 3,000</u></b>	<b><u>\$ 3,000</u></b>	<b><u>\$ 3,000</u></b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 3,672</b>	<b>\$ 1,711</b>	<b>\$ 9,909</b>	<b>\$ 11,909</b>	<b>\$ 13,909</b>



# City of Mission 2020 Budget Worksheet

<b>Fund Group:</b>	Special Revenue
<b>Fund:</b>	Rock Creek Drainage Dist. #2

## Fund Description

The City established the Rock Creek Drainage District No. 2 pursuant to K.S.A. 13-10,128 through 13-10,133 in August of 2007 (Ordinance 1241). Drainage District #2 comprises those properties along Rock Creek and within the flood plain of Rock Creek. The district is bounded, approximately, by Roeland Drive on the east, Johnson Drive on the north Martway on the south to a point just east of Lamar.

A special mill levy is assessed on all properties within the district for the construction, maintenance, repair or replacement of storm sewers and storm drains contained within the storm drainage district or within the watershed in the City that contributed to the storm drainage flowing into and/or out of the storm drainage district. Property tax revenue may also be used for debt service associated with the construction, maintenance, repair or replacement of same storm sewers and drains. Funds from the Rock Creek Drainage District #2 are transferred to the City's Storm Water Utility Fund to assist with debt service.

Both Rock Creek Drainage Districts No. 1 and No. 2 make up the same boundary as the Rock Creek Tax Increment Finance District which was established in 2007 for the purpose of encouraging redevelopment in the flood plain. Most all of the properties in the district are already developed, and redevelopment to-date in the district has been modest.

	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<u>Department Budget Summary</u>					
Personnel Services	\$ -	\$ -	\$ -	\$ -	\$ -
Contractual Services	-	-	-	-	-
Commodities	-	-	-	-	-
Capital Outlay	23,670	-	-	-	-
Debt Service	-	-	-	-	-
Transfers/Reserves	50,000	85,000	85,000	85,000	85,000
<b>Total</b>	<b>\$ 73,670</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>
<u>Authorized Positions</u>					
Full-Time	0.00	0.00	0.00	0.00	0.00
Part-Time	0.00	0.00	0.00	0.00	0.00
Seasonal	0.00	0.00	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>



City of Mission 2020 Annual Budget

<div> <div>Fund Group: Special Revenue</div> <div>Fund: Rock Creek Drainage Dist. #2</div> </div>					
	Actual 2016	Actual 2017	Actual 2018	Estimate YE 2019	Proposed 2020
<b>FUND BALANCE JANUARY 1</b>	<b>\$ 3,409</b>	<b>\$ 10,814</b>	<b>\$ 16,142</b>	<b>\$ 21,933</b>	<b>\$ 27,033</b>
<b>REVENUES</b>					
<b>Property Taxes</b>					
Real Estate Taxes	\$ 81,037	\$ 89,640	\$ 89,967	\$ 90,000	\$ 90,000
Real Estate Taxes Delinquent	-	394	-	-	-
Total for Property Taxes	\$ 81,037	\$ 90,034	\$ 89,967	\$ 90,000	\$ 90,000
<b>Miscellaneous and Other</b>					
Interest	\$ 37	\$ 294	\$ 824	\$ 100	\$ 100
Total For Miscellaneous and Other	\$ 37	\$ 294	\$ 824	\$ 100	\$ 100
<b>TOTAL REVENUES</b>	<b>\$ 81,074</b>	<b>\$ 90,328</b>	<b>\$ 90,791</b>	<b>\$ 90,100</b>	<b>\$ 90,100</b>
<b>EXPENDITURES</b>					
<b>Personnel Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Contractual Services</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Commodities</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Capital Outlay</b>	\$ 23,670	\$ -	\$ -	\$ -	\$ -
<b>Debt Service</b>	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Transfers To Other Funds</b>					
Storm Water Utility Fund	\$ 50,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
Total for Transfers To Other Funds	\$ 50,000	\$ 85,000	\$ 85,000	\$ 85,000	\$ 85,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 73,670</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>
<b>FUND BALANCE DECEMBER 31</b>	<b>\$ 10,814</b>	<b>\$ 16,142</b>	<b>\$ 21,933</b>	<b>\$ 27,033</b>	<b>\$ 32,133</b>



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# 2020 Capital Improvement Program





## City of Mission 2020 Annual Budget

### Capital Improvement Program

#### **Purpose**

A Capital Improvement Program (CIP) is a major public infrastructure and planning tool for municipalities. The CIP is a statement of the City's policies and financial abilities to manage the physical development and redevelopment of the community. The development of a five-year CIP provides a systematic plan for providing efficient and effective public infrastructure improvements within a prioritized framework.

There are several benefits to developing and adopting a Community Investment Program. Not only does it become a management tool for the Governing Body and City staff, it can also provide valuable information to the Planning Commission, citizens, developers and businesses who are interested in the development and redevelopment of Mission. The CIP document can assist in leveraging available resources through improved timing of projects, and coordination of the City's projects with those of other public or private entities.

The City of Mission's CIP aims to provide effective and efficient services to improve the quality of life for residents, businesses and visitors in our community. The following principles serve as a guide for evaluating and prioritizing capital project requests recommended to the Governing Body.

- Provide effective and efficient governmental services to residents, businesses and visitors.
- Enhance public health, safety and welfare.
- Consider solutions that extend beyond the City's boundaries.
- Use public investment as a catalyst for economic growth in a manner consistent with the major planning processes the City has performed.
- Safeguard Mission's environment and natural beauty for present and future generations through implementation of sustainable solutions.
- Maintain and sustain effective land use planning.
- Maintain or enhance cultural, recreational, educational and social opportunities.
- Protect existing investment in facilities and infrastructure that are vital in delivering fundamental services to our residents.
- Anticipate future facility and infrastructure needs to best leverage the City's capital resources.
- Comply with applicable state and federal mandates.

#### **Goals and Objectives**

The goal of Mission's Capital Improvement Program (CIP) is to forecast future public improvements and facilities in the City and to provide data concerning need, cost, timing, funding sources, budget impacts and alternatives. The goal is pursued with the following objectives.



### **Capital Improvement Program Objectives**

1. Integrate the CIP budget into the Annual Operating Budget in order to provide a comprehensive financial plan for accomplishing the goals of Mission.
2. Execute the CIP budgetary process in a manner that will provide the Governing Body with an opportunity to respond to community needs.
3. Leverage City resources against available federal, state and county funds in such a manner that the present and future citizens of Mission will be provided with the highest level of services and facilities without adverse financial impacts in the future.
4. Ensure that all decisions and actions will assist in maintaining the City's bond ratings.

Despite the many benefits of multi-year planning, it is important to highlight the fact that the CIP is a fluid document. Revenues can fluctuate as a result of changing economic conditions or shifts in public policy. Private economic decisions can also affect the timing, scale and location of capital projects. Finally, community objectives are difficult to set and may be altered during the annual budget process when priorities are reviewed. The CIP should be reviewed and updated annually, primarily in connection with the annual budget process. Reviewing the CIP annually provides flexibility to ensure the City provides the most efficient and effective level of service for present and future citizens.

The first year of the Plan reflects the approved capital budget for the current fiscal year. The remaining four years represent a schedule and estimate of future capital needs that may be funded given adequate revenues. In summary, a CIP should reflect community assets, community needs and community goals, and should also provide guidelines for growth and development.

### **2020-2024 Community Investment Program**

Historically, Mission's General Fund revenues have been shared between operating costs and investment in capital projects. Debt financing prior to 2005 was used primarily for construction and expansion of the Community Center, acquisition of parkland (Mohawk), economic development (Target) and some limited storm water improvements.

Mission has long prided itself in having a low mill levy and on relying primarily on sales tax revenues to support the City's budget. In the early 2000's a combination of factors began to emerge that put pressure on the City's resources, including:

- FEMA revisions to 100-year floodplain, impacting central business corridor
- Street improvement needs/projects that outpaced annual revenues (Roe, Nall, Martway, and Johnson Drive)
- Increasing operating subsidies for the Community Center
- Deferred maintenance of City vehicles and equipment
- Deferred maintenance of City facilities (City Hall, Public Works)



These factors potentially threatened not only the ability to sustain the delivery of basic city services but also had long-term implications for maintaining property values throughout the community. From 2004-2013, approximately \$11 million was transferred from the General Fund for capital projects or debt service associated with capital projects, representing approximately 18% of total General Fund (operating) revenues for that same time period.

There have been a number of actions taken over the last several years to begin to address these challenges, specifically efforts to establish dedicated revenue streams for capital infrastructure investments. In recent years, the emphasis has been to fund Mission's capital projects through a variety of transparent, dedicated sources, including:

- Storm Water Utility Fees
- Drainage District Revenues
- Property Tax revenues (dedicated 7 mill for streets)
- ¼-cent Dedicated Street Sales Tax
- ⅜-cent Dedicated Parks & Recreation Sales Tax
- Special Highway Revenues (pass through from State)
- Special Parks & Recreation Revenues (pass through from State)
- County, State or Federal Funds

The summary and detail for the 2020 - 2024 CIP is included on the following pages. A large portion of the current capital infrastructure revenue streams are dedicated to debt service obligations. The City has used debt financing to help provide for the timely completion of infrastructure improvements such as reconstruction of Nall Avenue, Martway Street, and Johnson Drive, as well as improvements to Rock Creek. While the amount of debt incurred in recent years is not insignificant, it is important to evaluate that debt in relationship to the increase in the City's net assets and the useful life of the assets being constructed or repaired.

### Outside Funding Sources

In addition to developing dedicated local revenue streams over the last 10-12 years, the City has also aggressively pursued outside funding to help support the investment in capital infrastructure. More than \$30 million in federal, state and county funds was secured for various projects between 2005-2014.

Major storm water projects and arterial street projects are funded with assistance through the Johnson County Storm Water Management Advisory Committee (SMAC) or the Johnson County Assisted Road Systems (CARS). The storm water program collects revenue county-wide and reallocates it among all cities. CARS funding is considered and appropriated annually by the Board of County Commissioners.

### Conclusion

Mission continues to face infrastructure challenges that will put pressure on future budgets. The CIP provides an important tool to guide the decision-making process to ensure the program accurately reflects community assets, community needs and community goals, as well as providing guidelines for growth and development.



**CITY OF MISSION, KANSAS  
RESOLUTION NO. 1032**

**A RESOLUTION ADOPTING THE 2020-2024 CAPITAL IMPROVEMENT PROGRAM (CIP) FOR THE CITY OF MISSION, KANSAS.**

**WHEREAS**, the City of Mission, faces significant infrastructure projects, including, streets, stormwater, and public facilities necessary to maintain property values and encourage additional private-sector redevelopment; and

**WHEREAS**, in City-wide surveys conducted by ETC in 2007, 2011, and 2015 the citizens of Mission articulated redevelopment as one of the top priorities facing the city; and

**WHEREAS**, the City of Mission, has invested significant resources in infrastructure in support of both public and private-sector goals; and

**WHEREAS**, a multiyear CIP is recognized as an important planning and budgeting document for municipalities; and

**WHEREAS**, the CIP contains expenditures to actively construct and maintain capital projects as well as to pay debt service on bonds issued for infrastructure improvements; and

**WHEREAS**, the annual adoption of a multi-year CIP does not specifically commit the city to any expenditures beyond the current budget year and is an important forecasting tool for the annual budget process; and

**WHEREAS**, the CIP better positions the city to solicit external resources to help fund infrastructure projects in the City of Mission,

**NOW, THEREFORE**, be it resolved by the Governing Body of the City of Mission:

**Section 1.** The 2020-2024 CIP is adopted. The City expects to receive approximately \$6,476,750 million of revenue and spend \$11,996,472 million in expenditures as part of the 2020 Budget related to the Capital Improvement Program. The expenditures exceed revenues as a result of the drawdown of fund balances carried over from previous years.

**Section 2.** In 2020, the CIP will fund projects and debt service in three primary program areas: streets, stormwater and parks and recreation. Specific projects and debt service obligations are detailed in the program



plan documents included as Exhibit 1.

**Section 3.** The Governing Body acknowledges that there are other infrastructure projects which have been identified but are not budgeted in the 2020-2024 CIP. These include, but are not limited to:

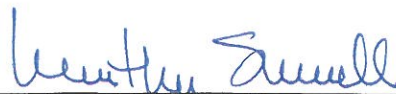
- a. Major street construction projects for Barkley St (57<sup>th</sup> St to 61<sup>st</sup> St) and Metcalf Ave (56<sup>th</sup> St to 61<sup>st</sup> St). Each of these public projects would likely be pursued in partnership with redevelopment by adjacent private property owners.
- b. Completing the remediation of the Rock Creek Floodplain and establishing a Secondary Stormwater System construction program.
- c. Supporting Downtown Mission redevelopment via public parking, public parkland, and a local market that considers the priorities established by the Downtown Visioning Committee (Resolution 849 11-16-11).
- d. Locating and/or maintaining Administrative and Public Safety personnel in facilities that can sustainably meet the long-term needs of the city.
- e. Evaluating the results of the Park Master Plan as it relates to potential development of the secondary trail system to better connect residents and visitors to the primary system.

**THIS RESOLUTION IS PASSED AND APPROVED BY THE CITY COUNCIL OF THE CITY OF MISSION**, this 21st day of August 2019.

**THIS RESOLUTION IS APPROVED BY THE MAYOR** this 21st day of August 2019.

  
\_\_\_\_\_  
Ronald E. Appletoft, Mayor

ATTEST:

  
\_\_\_\_\_  
Martha Sumrall, City Clerk

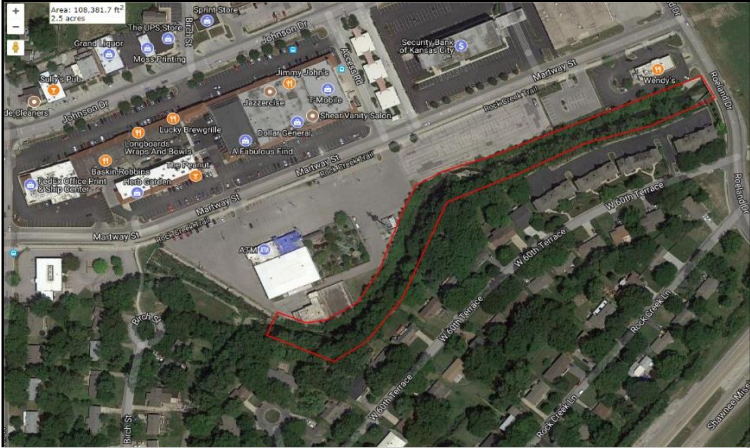


## Stormwater Program Plan (2020 - 2024)

	2019	2020	2021	2022	2023	2024	
<b>Revenues</b>							
<b>Beginning Balance</b>	1,938,838	5,383,169	726,420	638,496	544,647	628,943	
<i>Local Revenue</i>							
Stormwater Utility Fund Revenues	2,535,000	2,500,000	2,500,000	2,500,000	2,500,000	2,500,000	
Drainage District Revenues	88,000	85,000	85,000	85,000	85,000	85,000	
Gateway Special Benefit District Revenues	599,000	599,000	599,000	599,000	599,000	599,000	
<b>Sub-total</b>	<b>3,222,000</b>	<b>3,184,000</b>	<b>3,184,000</b>	<b>3,184,000</b>	<b>3,184,000</b>	<b>3,184,000</b>	
<i>Extenal Revenue</i>							
SMAC Revenues	115,000	-	-	-	-	-	
Miscellaneous Revenues	-	-	-	-	-	-	
RCHA CID Revenues	-	18,220	18,220	18,220	18,220	18,220	
<b>Sub-total</b>	<b>115,000</b>	<b>18,220</b>	<b>18,220</b>	<b>18,220</b>	<b>18,220</b>	<b>18,220</b>	
<i>Debt Proceeds</i>							
GO Series 2019A (Roeland Court)	4,210,000						
<b>Sub-total</b>	<b>4,210,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Stormwater Revenues</b>	<b>7,547,000</b>	<b>3,202,220</b>	<b>3,202,220</b>	<b>3,202,220</b>	<b>3,202,220</b>	<b>3,202,220</b>	
<b>Expenses</b>							
<i>Capital Projects</i>							
Rock Creek Channel (Nall to Roeland Drive)	694,500	4,561,237					
<b>Sub-total</b>	<b>694,500</b>	<b>4,561,237</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<i>Maintenance Programs</i>							
Repair and Maintenance Projects		350,000	350,000	350,000	500,000	500,000	
Gateway Box Cleanout	163,000						
50th Street Drainage	184,975						
Miscellaneous Sinkhole Repairs	150,000						
Miscellaneous Engineering	230,000	50,000	50,000	50,000	50,000	50,000	
<b>Sub-total</b>	<b>727,975</b>	<b>400,000</b>	<b>400,000</b>	<b>400,000</b>	<b>550,000</b>	<b>550,000</b>	
<i>Debt Service/Loan Repayment</i>							
KDHE Loan Repayment	6,562	6,562	6,562	6,562	\$6,562	\$6,562	<b>Remaining Debt Service/ Year Retires</b>
GO Series 2010A	369,388	364,763	-	-	-	-	\$45,934/2031
GO Series 2010B	279,131	974,131	1,331,331	1,333,131	\$598,131	595,731	\$0
GO Series 2013C - Stormwater Portion	283,675	283,575	283,375	283,075	\$287,000	-	\$1,967,462/2026
GO Series 2014-A	1,741,438	1,050,538	1,052,838	1,054,738	\$1,060,313	1,061,563	\$0
GO Series 2019A (Rock Creek/RCHA)	-	218,163	216,038	218,563	615,918	613,815	\$2,334,513/2029
<b>Sub-total</b>	<b>2,680,194</b>	<b>2,897,732</b>	<b>2,890,144</b>	<b>2,896,069</b>	<b>2,567,924</b>	<b>2,277,671</b>	\$3,076,579/2029
<b>Total Stormwater Expenses</b>	<b>4,102,669</b>	<b>7,858,969</b>	<b>3,290,144</b>	<b>3,296,069</b>	<b>3,117,924</b>	<b>2,827,671</b>	
Annual Surplus/(Deficit)	3,444,331	(4,656,749)	(87,924)	(93,849)	84,296	374,549	
<b>Ending Fund Balance</b>	<b>5,383,169</b>	<b>726,420</b>	<b>638,496</b>	<b>544,647</b>	<b>628,943</b>	<b>1,003,492</b>	




Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Rock Creek (Nall to Roeland Drive)</p>																																								
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>																																								
<p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p>																																								
<p><b><u>Project Location (address if known):</u></b> Rock Creek Channel from the end of the Mission Bowl Flood Wall to Roeland Drive.</p>																																								
<p><b><u>Project Description:</u></b> The proposed project would address erosion and flooding concerns in this section of Rock Creek. Retaining walls would be constructed the entire length of the channel to combat erosion. Capacity in the channel would help alleviate flooding at Martway and Roeland Drive. The project will also include improvements to the parking lot and common area of the Roeland Court Townhomes that were necessitated by a subsidence that occurred in August 2017. The repairs on private property will be repaid through a Community Improvement District (CID) that will assess a fee to each townhome annually. Design for the project was authorized in June 2019 with GBA in the amount of \$694,500. The Council has authorized the issuance of General Obligation Bonds (Series 2019A) to fund the project, which will be done without any SMAC funding.</p>																																								
<p><b><u>Timeline:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2020</td> <td>4,561,237.00</td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td>2024</td> <td></td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 4,561,237.00</b></td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2020	4,561,237.00		2021			2022			2023			2024			<b>Total Five Year Cost</b>	<b>\$ 4,561,237.00</b>		<p><b><u>Funding Source:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td>351,237.00</td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> </tr> <tr> <td>Other: GO Bond Issue 2019A</td> <td>4,210,000.00</td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 4,561,237.00</b></td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility	351,237.00	Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax		Other: GO Bond Issue 2019A	4,210,000.00	<b>Total:</b>	<b>\$ 4,561,237.00</b>
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Capital Improvement Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Stormwater Maintenance and Repairs</p>																																	
<p><b><u>Project Request Prepared By:</u></b> Brent Morton</p>																																	
<p><b><u>Initial Date of Preparation:</u></b></p>																																	
<p><b><u>Date of Most Recent Update:</u></b> 6/5/19</p>																																	
<p><b><u>Project Location (address if known):</u></b> Various Locations Citywide</p>																																	
<p><b><u>Project Description:</u></b> This fund is for repairs to stormwater infrastructure that fails unexpectedly and engineering of these failures when necessary. Following update the of condition ratings, these funds will also be used to leverage SMAC funding for identified (proactive) repair and maintenance projects.</p>																																	
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## Street Program Plan (2020 - 2024)

	2019	2020	2021	2022	2023	2024
<b>Revenues</b>						
<b>Beginning Balance*</b>	1,363,345	542,819	53,546	(1,841,617)	(3,883,417)	(7,394,725)
<i>Local Revenue</i>						
7 mills dedicated to streets	1,014,000	975,000	975,000	975,000	975,000	975,000
0.25% Street Sales Tax Revenues - existing	616,485	600,000	575,000	145,000	-	-
Gateway Development - Street Sales Tax Portion	-	-	-	-	-	-
<b>Sub-total</b>	<b>1,630,485</b>	<b>1,575,000</b>	<b>1,550,000</b>	<b>1,120,000</b>	<b>975,000</b>	<b>975,000</b>
<i>External Revenue</i>						
CARS Reimbursements	528,000	421,530	2,215,082	146,000	1,500,000	114,030
Special Highway	250,000	250,000	250,000	250,000	250,000	250,000
SMAC Reimbursements	-	-	-	-	1,500,000	-
Grants / Other Outside Funding	-	68,000	-	-	2,500,000	-
Miscellaneous Revenues	-	-	-	33,939	-	-
<b>Sub-total</b>	<b>778,000</b>	<b>739,530</b>	<b>2,465,082</b>	<b>429,939</b>	<b>5,750,000</b>	<b>364,030</b>
<i>Debt Proceeds</i>						
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Street Revenues</b>	<b>2,408,485</b>	<b>2,314,530</b>	<b>4,015,082</b>	<b>1,549,939</b>	<b>6,725,000</b>	<b>1,339,030</b>
<b>Expenses</b>						
<i>Capital Projects</i>						
Broadmoor (Martway/Johnson Drive)	1,338,335	-	-	-	-	-
UBAS Treatment Lamar (SMP to Foxridge)	26,953	938,060	-	-	-	-
Foxridge (51st to Lamar)	50,000	528,420	4,420,164	-	-	-
UBAS Treatment - Jo Drive (Lamar to Roe)	-	-	-	322,000	-	-
Johnson Drive (Lamar to Metcalf)	-	-	-	1,778,076	8,994,183	-
UBAS Treatment - Nall (Martway to SMP)	-	-	-	-	220,500	-
Mill and Overlay - Roe (SMP to 63rd St)	-	-	-	-	-	371,540
Full-depth Reconstruction Projects (non-CARS eligible)	-	200,000	300,000	300,000	300,000	300,000
<b>Sub-total</b>	<b>1,415,288</b>	<b>1,666,480</b>	<b>4,720,164</b>	<b>2,400,076</b>	<b>9,514,683</b>	<b>671,540</b>
<i>Maintenance Programs</i>						
Residential Street Program	-	300,000	350,000	350,000	350,000	350,000
PW Maintenance Programs (sidewalks, traffic safety)	50,000	75,000	75,000	75,000	75,000	75,000
Bridge Maintenance/Administrative Costs	25,000	25,000	25,000	25,000	25,000	25,000
<b>Sub-total</b>	<b>75,000</b>	<b>400,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>	<b>450,000</b>
<i>Debt Service</i>						
Johnson Drive/Martway Debt Service (2012A)	471,660	470,060	472,718	474,300	-	-
Jo Drive - Street Portion (2013C)	267,063	267,263	267,363	267,363	271,625	-
Debt Service Reserve	1,000,000	-	-	-	-	-
<b>Sub-total</b>	<b>1,738,723</b>	<b>737,323</b>	<b>740,081</b>	<b>741,663</b>	<b>271,625</b>	<b>-</b>
<b>Total Street Expenses</b>	<b>3,229,011</b>	<b>2,803,803</b>	<b>5,910,245</b>	<b>3,591,739</b>	<b>10,236,308</b>	<b>1,121,540</b>
<b>Ending Balance</b>	<b>542,819</b>	<b>53,546</b>	<b>(1,841,617)</b>	<b>(3,883,417)</b>	<b>(7,394,725)</b>	<b>(7,177,235)</b>

**Remaining Debt Service/  
Year Retires**  
\$0 (2022)  
\$0 (2023)




Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Miscellaneous Public Works Programs</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Brent Morton</p> <p><b><u>Initial Date of Preparation:</u></b> 9/26/17</p> <p><b><u>Date of Most Recent Update:</u></b> 5/29/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Multiple Locations Citywide</p>																																	
<p><b><u>Project Description:</u></b> These programs include traffic striping, street signage, and miscellaneous concrete repairs. The goal is to address areas with known issues, and ultimately put them on a rotating schedule for regular maintenance.</p>																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Budget Year:</th> <th style="text-align: left;">Expenditure:</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>\$ 75,000.00</td> </tr> <tr> <td>2021</td> <td>\$ 75,000.00</td> </tr> <tr> <td>2022</td> <td>\$ 75,000.00</td> </tr> <tr> <td>2023</td> <td>\$ 75,000.00</td> </tr> <tr> <td>2024</td> <td>\$ 75,000.00</td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 375,000.00</b></td> </tr> </tbody> </table>	Budget Year:	Expenditure:	2020	\$ 75,000.00	2021	\$ 75,000.00	2022	\$ 75,000.00	2023	\$ 75,000.00	2024	\$ 75,000.00	<b>Total Five Year Cost</b>	<b>\$ 375,000.00</b>	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Fund:</th> <th style="text-align: left;">Expenditure :</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td>\$ 75,000.00</td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 75,000.00</b></td> </tr> </tbody> </table>	Fund:	Expenditure :	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway	\$ 75,000.00	Special Parks and Recreation		Park Sales Tax		Other		<b>Total:</b>	<b>\$ 75,000.00</b>
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Bridge Maintenance Program</p>																																	
<p><b><u>Project Request Prepared By:</u></b> Brent Morton</p>																																	
<p><b><u>Initial Date of Preparation:</u></b> 6/28/17</p>																																	
<p><b><u>Date of Most Recent Update:</u></b> 5/29/19</p>																																	
<p><b><u>Project Location (address if known):</u></b> Various locations</p>																																	
<p><b><u>Project Description: (Most recent update, if applicable, listed first)</u></b>          The Kansas Department of Transportation (KDOT) requires that every bridge over 20 feet in length must be inspected and inventoried every two years. Bi-annual bridge inspections are performed locally and the program includes tasks to inspect each bridge, enter data into the KDOT portal, prepare a report with a summary of conditions and maintenance recommendations and respond to any inquiries from KDOT. Mission has nine (9) bridges inspected in accordance with the guidelines: Outlook over Rock Creek, Reeds Drive over Rock Creek, Nall Avenue over Rock Creek, Martway over Rock Creek (east), Roeland Drive over Rock Creek, Roe Avenue over Rock Creek, Lamar Avenue over Rock Creek, Johnson Drive over Turkey Creek, and the Martway/Woodson intersection over Rock Creek. Inspections occur in odd numbered years. Funding is allocated each year to provide resources to address ongoing maintenance issues.</p>																																	
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<b>Total:</b>	<b>\$ 25,000.00</b>																																
<p><b><u>Priority:</u></b>          Immediate <input checked="" type="checkbox"/>      Next Two Years <input type="checkbox"/>      Next Five Years <input type="checkbox"/>      Six Years + <input type="checkbox"/></p>																																	




Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Full Depth Pavement Reconstruction- Residential Streets</p> <p><b><u>Project Request Prepared By:</u></b> Brent Morton</p> <p><b><u>Initial Date of Preparation:</u></b>                      9/26/17</p> <p><b><u>Date of Most Recent Update:</u></b>                      5/29/19</p> <p><b><u>Project Location (address if known):</u></b> Multiple Locations Citywide</p>																																	
<p><b><u>Project Description:</u></b> During the first years of implementation of the Annual Street Maintenance Program, it was discovered that a number of streets scheduled for mill and overlay were not suitable for this treatment. The road sections either had thin asphalt sections or badly damaged subgrade. To combat this issue, geotechnical exploration was used to determine whether scheduled streets were suitable for mill and overlay treatment in future year's programs. Approximately 50% of the streets tested would not have the ability to support this treatment. These streets have been compiled on a list in the street inventory and will require a full depth reconstruction. Estimated cost for repairs to the sections of streets currently on the list is approximately \$18 million. A specific program approach has not yet been determined, but funds are set aside as a placeholder for decisions on future full depth reconstruction work.</p>																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 20%;">Budget Year:</td> <td style="width: 20%;">Expenditure:</td> </tr> <tr> <td>2020</td> <td>\$ 200,000.00</td> </tr> <tr> <td>2021</td> <td>\$ 300,000.00</td> </tr> <tr> <td>2022</td> <td>\$ 300,000.00</td> </tr> <tr> <td>2023</td> <td>\$ 300,000.00</td> </tr> <tr> <td>2024</td> <td>\$ 300,000.00</td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 1,400,000.00</b></td> </tr> </table>	Budget Year:	Expenditure:	2020	\$ 200,000.00	2021	\$ 300,000.00	2022	\$ 300,000.00	2023	\$ 300,000.00	2024	\$ 300,000.00	<b>Total Five Year Cost</b>	<b>\$ 1,400,000.00</b>	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 60%;">Fund:</td> <td style="width: 40%;">Expenditure :</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td style="text-align: right;">200,000.00</td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td style="text-align: right;"><b>\$ 200,000.00</b></td> </tr> </table>	Fund:	Expenditure :	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway	200,000.00	Special Parks and Recreation		Park Sales Tax		Other		<b>Total:</b>	<b>\$ 200,000.00</b>
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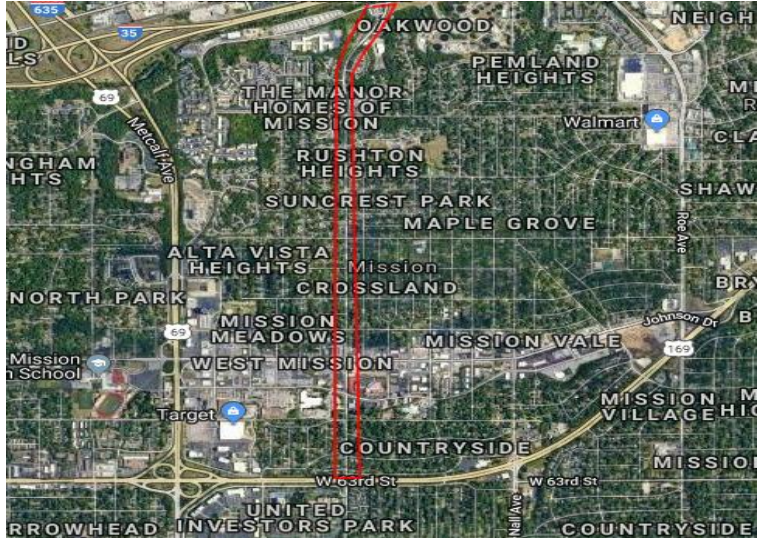


Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Residential Street Program</p>																																	
<p><b><u>Project Request Prepared By:</u></b> Brent Morton</p>																																	
<p><b><u>Initial Date of Preparation:</u></b> 9/26/17</p>																																	
<p><b><u>Date of Most Recent Update:</u></b> 5/29/19</p>																																	
<p><b><u>Project Location (address if known):</u></b> Multiple Locations Citywide</p>																																	
<p><b><u>Project Description:</u></b> The annual street maintenance program was implemented in 2011 and has historically included two separate programs. The mill and overlay program focuses on repairing those streets with damaged surface asphalt which are on the cusp of complete disrepair. Asphalt work, curb, sidewalk, and ADA accessibility are addressed with these projects. Chip Seal is an intermediate street maintenance treatment which focuses on preserving the streets that are already in good condition by extending their useful life. Depending on the year and the needs identified, other programs such as geotechnical analysis and street condition inventories, may be included in the budget. Results from the 2017 street asset inventory are currently being evaluated to assist in a redesign of the residential street maintenance program. Funding in 2019 was reserved in anticipation of settlement of the Transportation Utility Fee litigation.</p>																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Budget Year:</th> <th style="text-align: left;">Expenditure:</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td>\$ 300,000.00</td> </tr> <tr> <td>2021</td> <td>\$ 350,000.00</td> </tr> <tr> <td>2022</td> <td>\$ 350,000.00</td> </tr> <tr> <td>2023</td> <td>\$ 350,000.00</td> </tr> <tr> <td>2024</td> <td>\$ 350,000.00</td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 1,700,000.00</b></td> </tr> </tbody> </table>	Budget Year:	Expenditure:	2020	\$ 300,000.00	2021	\$ 350,000.00	2022	\$ 350,000.00	2023	\$ 350,000.00	2024	\$ 350,000.00	<b>Total Five Year Cost</b>	<b>\$ 1,700,000.00</b>	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Fund:</th> <th style="text-align: left;">Expenditure :</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement</td> <td>300,000.00</td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 300,000.00</b></td> </tr> </tbody> </table>	Fund:	Expenditure :	Capital Improvement	300,000.00	Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax		Other		<b>Total:</b>	<b>\$ 300,000.00</b>
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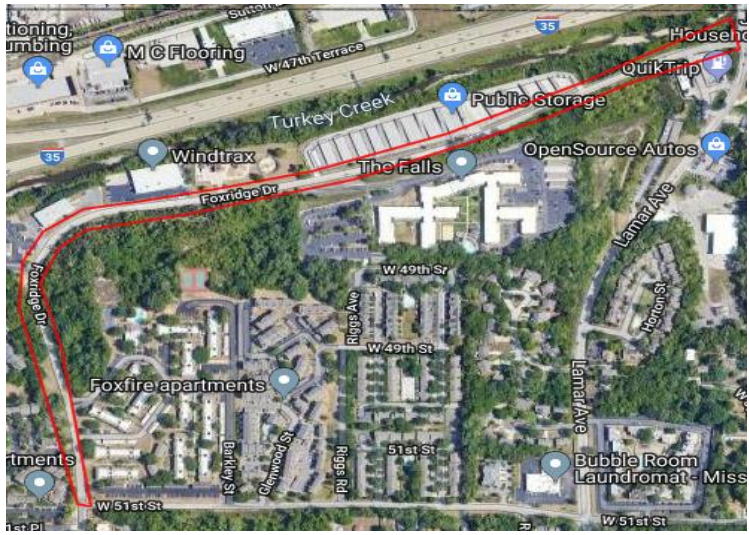


Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Lamar Surface Treatment, Curb and Sidewalk Improvements</p>																																	
<p><b><u>Project Request Prepared By:</u></b> Brent Morton</p>																																	
<p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p>																																	
<p><b><u>Date of Most Recent Update:</u></b> 5/29/19</p>																																	
<p><b><u>Project Location (address if known):</u></b> Lamar Ave - Foxridge to Shawnee Mission Parkway</p>																																	
<p><b><u>Project Description:</u></b> Lamar Avenue between Foxridge Drive and Shawnee Mission Parkway is three lanes with a center turn lane. It is a major CARS route. Sidewalks and curb are in fair condition but need improvements. Pavement is in fair condition. The scope of the project includes UBAS surface treatment, some full depth patching, spot curb repairs and limited sidewalk and ADA ramp repairs. The project will also include re-striping Lamar with bike lanes and sharrows. The City will receive \$68,000 in grant funds from the Safe Routes to School program to assist with the installation of the bike lanes and sharrow markings. Design cost for this project is included in the 2019 budget at a cost of approximately \$27,000.</p>																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <th style="text-align: left;">Budget Year:</th> <th style="text-align: right;">Expenditure:</th> </tr> <tr> <td>2020</td> <td style="text-align: right;">\$ 938,060.00</td> </tr> <tr> <td>2021</td> <td></td> </tr> <tr> <td>2022</td> <td></td> </tr> <tr> <td>2023</td> <td></td> </tr> <tr> <td>2024</td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td style="text-align: right;"><b>\$ 938,060.00</b></td> </tr> </table>	Budget Year:	Expenditure:	2020	\$ 938,060.00	2021		2022		2023		2024		<b>Total Five Year Cost</b>	<b>\$ 938,060.00</b>	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <th style="text-align: left;">Fund:</th> <th style="text-align: right;">Expenditure :</th> </tr> <tr> <td>Capital Improvement</td> <td style="text-align: right;">\$ 448,530.00</td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> </tr> <tr> <td>Other (SRTS,CARS)</td> <td style="text-align: right;">\$ 489,530.00</td> </tr> <tr> <td><b>Total:</b></td> <td style="text-align: right;"><b>\$ 938,060.00</b></td> </tr> </table>	Fund:	Expenditure :	Capital Improvement	\$ 448,530.00	Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax		Other (SRTS,CARS)	\$ 489,530.00	<b>Total:</b>	<b>\$ 938,060.00</b>
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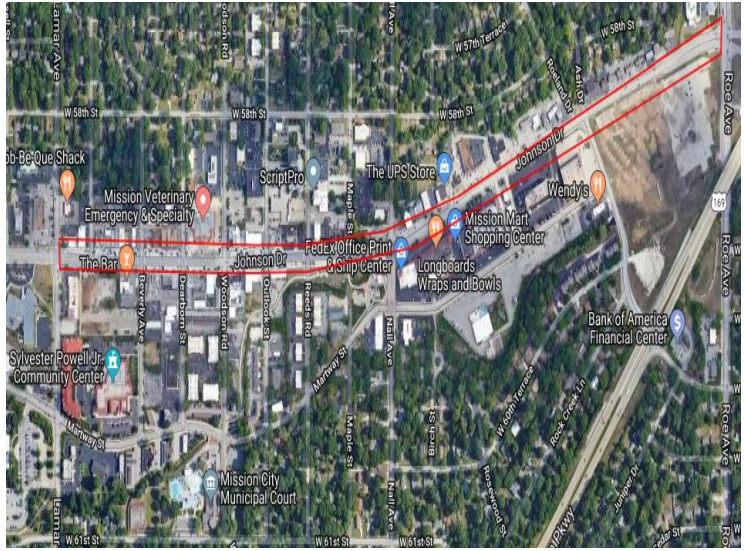


Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Foxridge Phase II</p>																																	
<p><b><u>Project Request Prepared By:</u></b> Brent Morton</p>																																	
<p><b><u>Initial Date of Preparation:</u></b> 10/12/16</p>																																	
<p><b><u>Date of Most Recent Update:</u></b> 5/29/19</p>																																	
<p><b><u>Project Location (address if known):</u></b> Foxridge Drive from 51st Street to Lamar Avenue</p>																																	
<p><b><u>Project Description:</u></b>          Foxridge Drive between 51st and Lamar Avenue is a 32 foot wide minor collector serving multi-family residential, commercial, and industrial traffic. Due to the street being located at the bottom of a hill, there is a significant amount of water damage to the pavement, subgrade, and curb. Foxridge lacks sidewalks, forcing pedestrians to walk in the street. Proposed improvements call for full depth pavement replacement, replacement of curb, and new stormwater infrastructure. An underdrain will be installed to better handle runoff. Pedestrian improvements, such as sidewalk and street lighting, will also be made. Funds from the County Assistance Road System (CARS) Program will be utilized on this project funding 50% of construction and construction inspection costs. The DirectionFinder Survey, completed in 2015, showed lower citizen satisfaction with Foxridge when compared to other arterial streets in the City. Approximately \$50,000 of total project costs are anticipated to be used in 2019 to fund survey and engineering work necessary to finalize more accurate costs estimates, including ROW and easement acquisition needs, prior to final design stages.       </p>																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Budget Year:</th> <th style="text-align: right;">Expenditure:</th> </tr> </thead> <tbody> <tr> <td>2020 (Design, ROW, Utilities)</td> <td style="text-align: right;">\$ 528,420.00</td> </tr> <tr> <td>2021 (Construction &amp; Inspection)</td> <td style="text-align: right;">4,420,164.00</td> </tr> <tr> <td>2022</td> <td></td> </tr> <tr> <td>2023</td> <td></td> </tr> <tr> <td>2024</td> <td></td> </tr> <tr> <td><b>Total Project Cost</b></td> <td style="text-align: right;"><b>\$ 4,948,584.00</b></td> </tr> </tbody> </table>	Budget Year:	Expenditure:	2020 (Design, ROW, Utilities)	\$ 528,420.00	2021 (Construction & Inspection)	4,420,164.00	2022		2023		2024		<b>Total Project Cost</b>	<b>\$ 4,948,584.00</b>	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Fund:</th> <th style="text-align: right;">Expenditure :</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement</td> <td style="text-align: right;">\$ 2,733,502.00</td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> </tr> <tr> <td>Other: (CARS)</td> <td style="text-align: right;">\$ 2,215,082.00</td> </tr> <tr> <td><b>Total:</b></td> <td style="text-align: right;"><b>\$ 4,948,584.00</b></td> </tr> </tbody> </table>	Fund:	Expenditure :	Capital Improvement	\$ 2,733,502.00	Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax		Other: (CARS)	\$ 2,215,082.00	<b>Total:</b>	<b>\$ 4,948,584.00</b>
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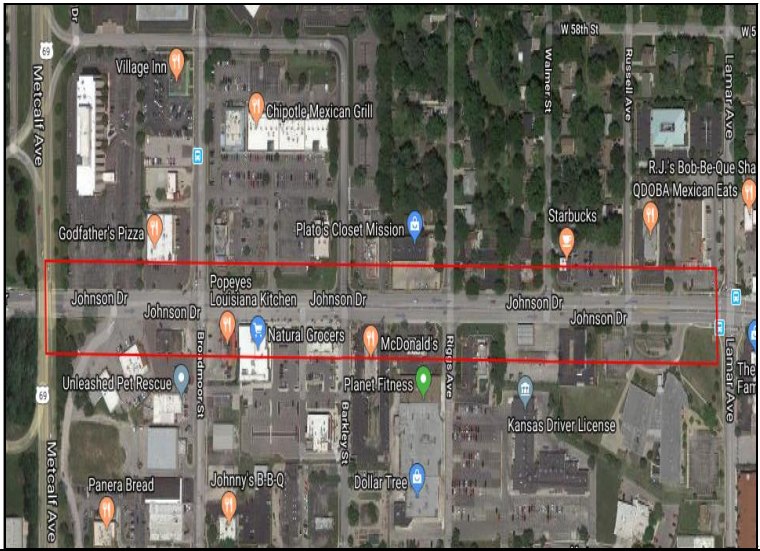


Capital Improvement Program - Project Summary Sheet  
City of Mission

<b><u>Project Name:</u></b> <b>Ultrathin Bonded Asphalt Surface (UBAS) - Johnson Drive</b>																																																	
<b><u>Project Request Prepared By:</u></b> Brent Morton																																																	
<b><u>Initial Date of Preparation:</u></b> 6/4/18																																																	
<b><u>Date of Most Recent Update:</u></b> 5/29/19																																																	
<b><u>Project Location (address if known):</u></b> Johnson Drive - (Lamar Ave to Roe Ave)																																																	
<b><u>Project Description:</u></b> The project includes UBAS treatment on Johnson Drive from Lamar Ave to Roe Ave. Approximately 25% of the project will occur in the City of Roeland Park, and financial participation will be secured through an interlocal agreement. Johnson Drive, between Lamar Ave and Roe Ave, is a combination of 3 (2 plus dedicated turn lane) and 4 lanes. Improvement to Johnson Drive, between Nall Ave and Roeland Dr were completed in 2008. The section of Johnson Drive between Lamar Ave and Nall Ave was reconstructed in 2014. The scope of this project includes UBAS surface treatment, spot curb repairs and sidewalk and ADA ramp repairs and restriping.																																																	
<b><u>Timeline:</u></b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td style="text-align: right;">\$ 322,000.00</td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td>2024</td> <td></td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td style="text-align: right;"><b>\$ 322,000.00</b></td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2020			2021			2022	\$ 322,000.00		2023			2024			<b>Total Five Year Cost</b>	<b>\$ 322,000.00</b>		<b><u>Funding Source:</u></b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 30%;">Expenditure :</td> <td></td> </tr> <tr> <td>Capital Improvement</td> <td style="text-align: right;">\$ 142,061.00</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> <td></td> </tr> <tr> <td>Other (Roeland Park, CARS)</td> <td style="text-align: right;">\$ 179,939.00</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td style="text-align: right;"><b>\$ 322,000.00</b></td> <td></td> </tr> </table>	Fund:	Expenditure :		Capital Improvement	\$ 142,061.00		Stormwater Utility			Street Sales Tax			Special Highway			Special Parks and Recreation			Park Sales Tax			Other (Roeland Park, CARS)	\$ 179,939.00		<b>Total:</b>	<b>\$ 322,000.00</b>	
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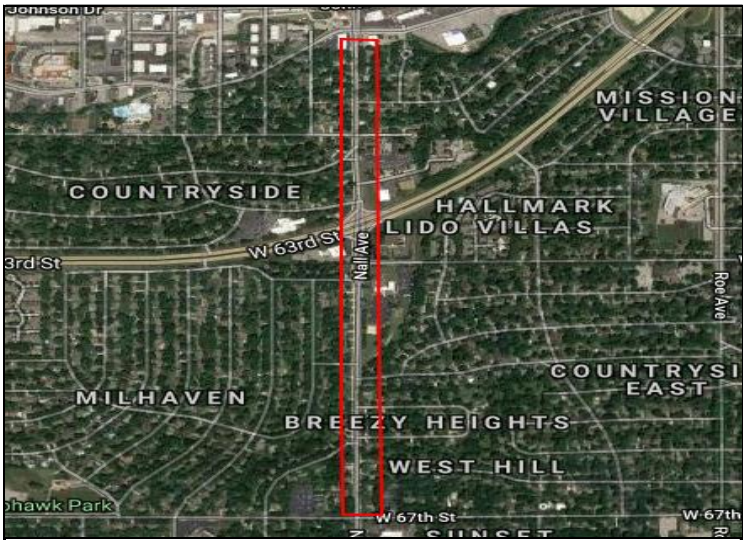


Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Johnson Drive- Metcalf Ave to Lamar Ave</p>																																	
<p><b><u>Project Request Prepared By:</u></b> Brent Morton</p>																																	
<p><b><u>Initial Date of Preparation:</u></b> 5/21/18</p>																																	
<p><b><u>Date of Most Recent Update:</u></b> 5/29/19</p>																																	
<p><b><u>Project Location (address if known):</u></b> Johnson Drive - Metcalf to Lamar</p>																																	
<p><b><u>Project Description:</u></b> This full depth street rehabilitation project will include an extension of the Johnson Drive stormwater interceptor, new catch basins, storm sewers, curb/gutter, sidewalks, pavement markings, street signs, ADA ramps, street lights, and traffic signals. The project is eligible for Johnson County CARS (\$1.5 million) and SMAC (\$1.5 million) funding. In addition, staff anticipates making application for federal Surface Transportation Program (STP) funds (\$2.5 million) in 2020 for the 2023 funding year. Application for STP funds will be made through MARC.</p>																																	
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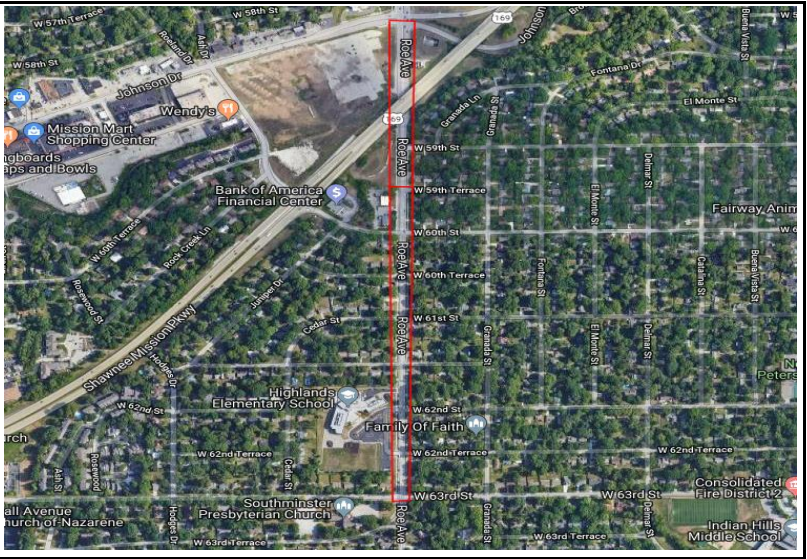


Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Ultrathin Bonded Asphalt Surface (UBAS) - Nall</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Brent Morton</p> <p><b><u>Initial Date of Preparation:</u></b>                      6/4/18</p> <p><b><u>Date of Most Recent Update:</u></b>                      5/29/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Nall Ave- Martway to 67th Street</p>																																	
<p><b><u>Project Description:</u></b> The project includes a UBAS treatment on Nall Ave from 63rd to 67th Street. Prairie Village has requested CARS funding for this project in 2023, for the portion of the project from Shawnee Mission Parkway to 67th Street. Mission would contribute approximately \$55,500 as our share. The balance of the project (63rd St to Martway) is exclusively Mission's responsibility, and would be done at our expense (\$165,000) in connection with the Prairie Village project.</p>																																	
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<b><u>Project Name:</u></b> Roe Ave Mill and Overlay Project																																																	
<b><u>Project Request Prepared By:</u></b> Brent Morton																																																	
<b><u>Initial Date of Preparation:</u></b> 6/4/18																																																	
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<b><u>Project Location (address if known):</u></b> Roe Avenue from Johnson Drive to 59th Street																																																	
<b><u>Project Description:</u></b> Roe Ave between Johnson Drive and 59th Street is a four lane roadway with a dedicated center turn lane. It is a major CARS route. The scope of the project includes mill and overlay with 2-inch asphalt concrete surface, full-depth patching as needed, spot curb and gutter replacement, pavement marking, and sidewalk repair/replacement where needed. Mission is partnering with the City of Fairway (Adminstrating City) and Prairie Village in a CARS project from 59th St. to 63rd St. Mission's cost-share for this part of the project is \$113,480. The project portion from 59th St. to Johnson Dr. is entirely Mission's responsibility at an estimated cost of \$144,030.																																																	
<b><u>Timeline:</u></b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%; text-align: center;">Expenditure :</td> <td style="width: 40%;"></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td>2024</td> <td style="text-align: right;">\$ 371,540.00</td> <td></td> </tr> <tr> <td colspan="2">Total Five Year Cost</td> <td style="text-align: right;">\$ 371,540.00</td> </tr> </table>	Budget Year:	Expenditure :		2020			2021			2022			2023			2024	\$ 371,540.00		Total Five Year Cost		\$ 371,540.00	<b><u>Funding Source:</u></b>  <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 30%; text-align: center;">Expenditure :</td> <td style="width: 40%;"></td> </tr> <tr> <td>Capital Improvement</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">257,510.00</td> </tr> <tr> <td>Stormwater Utility</td> <td></td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td></td> <td></td> </tr> <tr> <td>Other (CARS)</td> <td style="text-align: right;">\$</td> <td style="text-align: right;">114,030.00</td> </tr> <tr> <td colspan="2">Total:</td> <td style="text-align: right;">\$ 371,540.00</td> </tr> </table>	Fund:	Expenditure :		Capital Improvement	\$	257,510.00	Stormwater Utility			Street Sales Tax			Special Highway			Special Parks and Recreation			Park Sales Tax			Other (CARS)	\$	114,030.00	Total:		\$ 371,540.00
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**Parks & Recreation Program Plan (2020-2024)**


	2019	2020	2021	2022	2023	2024
<b>Revenues</b>						
<b>Beginning Fund Balance</b>	<b>973,058</b>	<b>842,058</b>	<b>458,358</b>	<b>300,858</b>	<b>170,908</b>	<b>(956,042)</b>
<i>Local Revenue</i>						
0.375% Parks & Recreation Sales Tax Revenues	900,000	875,000	875,000	875,000	215,000	-
Transfers/other	-	-	-	-	-	-
<b>Sub-total</b>	<b>900,000</b>	<b>875,000</b>	<b>875,000</b>	<b>875,000</b>	<b>215,000</b>	<b>-</b>
<i>External Revenue</i>						
Special Parks & Recreation Revenues	75,000	75,000	75,000	75,000	75,000	75,000
Grant Proceeds/Other	-	-	-	-	-	-
<b>Sub-total</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>	<b>75,000</b>
<i>Debt Proceeds</i>						
-	-	-	-	-	-	-
<b>Sub-total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total Parks and Recreation Revenues</b>	<b>975,000</b>	<b>950,000</b>	<b>950,000</b>	<b>950,000</b>	<b>290,000</b>	<b>75,000</b>
<b>Expenses</b>						
<i>Capital Projects</i>						
Park Systems Improvements	<b>105,000</b>	<b>350,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
Parks Signage	80,000	Mohawk Park Restrooms	250,000	Legacy Park Shade Structure	6,000	
Tennis Court repairs	25,000	Park Amenities TBD	100,000	Park Amenities TBD	144,000	Park Amenities TBD
			Park Amenities TBD	150,000	Park Amenities TBD	150,000
MFAC Improvements/Equipment Replacement	<b>29,750</b>	<b>79,000</b>	<b>35,000</b>	<b>25,000</b>	<b>-</b>	<b>-</b>
Maintenance Slide 1	18,750	Shade Structure Replacement	15,000	Maintenance Slide 2	25,000	
Leisure Pool Play Feature Mice	9,000	MFAC Painting and Maintenance	12,000			
Tankless Water Heater Replacement	4,000	Lane Line Replacement	13,000			
SPJCC Improvements/Equipment Replacement	<b>315,500</b>	<b>247,600</b>	<b>257,500</b>	<b>239,500</b>	<b>601,500</b>	<b>307,500</b>
Carpet Extractor/Clorox Sprayer	16,000	Conference Center Banquet Chairs	24,100	Conference Center Carpet	30,000	Locker Room Flooring
Pool Pak Repairs/Replacement	65,000	Resurface Pool Deck	40,000	Conference Center Projectors	18,000	Adult Lounge Counters
Hardwood Floors	45,000	Indoor Pool Slide Maintenance	28,000	Conference Center Painting	20,000	North and South Kitchen Counters
Roof Repairs	30,000	Conference Center Tables	10,000	Natorium Painting	32,000	Roof Resurfacing
Flooring A&B, Adult Lounge, Office	40,000	Small Kaivac	5,000	Parking Lot seal/restripe	57,000	Pool Resurfacing
Dividing Walls South Side	15,000	Indoor Track Resurfacing	123,000	TBD	75,000	Adult Lounge Furniture
Dance Floor Conference Center	12,000	South Kitchen Flooring	10,000			
Indoor Pool Sand Filter	10,000					
Replace Sprinkler Heads	40,000					
Stain and seal exterior beams	15,000					
Replace Chairs in A&B	20,000					
Computer Replacement	7,500	Computer Replacement	7,500	Computer Replacement	7,500	Computer Replacement
<b>Sub-total Capital Projects</b>	<b>450,250</b>	<b>676,600</b>	<b>442,500</b>	<b>414,500</b>	<b>751,500</b>	<b>457,500</b>
<i>Maintenance/Operations</i>						
Facility Reserve Funds (SPJCC)	50,000	50,000	50,000	50,000	50,000	50,000
Facility Reserve Funds (MFAC)	10,000	10,000	10,000	10,000	10,000	10,000
<b>Sub-total</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>
<i>Debt Service/Lease Payments</i>						
Outdoor Aquatic Facility Debt Service (2013B)	\$527,750	\$529,100	\$530,000	\$530,450	\$530,450	
Cardio Equipment Lease	68,000	68,000	75,000	75,000	75,000	75,000
HVAC Controller Lease	-	-	-	-	-	-
<b>Sub-total</b>	<b>595,750</b>	<b>597,100</b>	<b>605,000</b>	<b>605,450</b>	<b>605,450</b>	<b>75,000</b>
<b>Total Parks &amp; Recreation Expenses</b>	<b>1,106,000</b>	<b>1,333,700</b>	<b>1,107,500</b>	<b>1,079,950</b>	<b>1,416,950</b>	<b>592,500</b>
<b>Ending Balance</b>	<b>842,058</b>	<b>458,358</b>	<b>300,858</b>	<b>170,908</b>	<b>(956,042)</b>	<b>(1,473,542)</b>



# Parks & Recreation 2020



Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Mohawk Park Restrooms</p>																																								
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>																																								
<p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p>																																								
<p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p>																																								
<p><b><u>Project Location (address if known):</u></b> Mohawk Park</p>																																								
<p><b><u>Project Description:</u></b> The project will include the installation of restroom facilities at Mohawk Park to serve the general public and the various soccer and lacrosse teams that use the park heavily on the weekends. Final design and siting issues will be negotiated and recommended in the fall of 2019.</p>																																								
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Outdoor Park Improvements - TBD</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Multiple Locations Citywide</p>																																	
<p><b><u>Project Description:</u></b> Funding for upgrades and maintenance items in Mission's outdoor parks. The items will include those items identified in the Parks Master Plan as things that will keep the parks safe, functional, and attractive for all visitors. With the vacancy in the Parks and Recreation Director's position, the specific projects and priorities have been slow to be developed. The Parks, Recreation and Tree Commission will be working to develop and recommend additional projects in advance of the 2021 budget cycle.</p>																																	
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<p><b><u>Priority:</u></b></p> <p>             Immediate <input checked="" type="checkbox"/>                  Next Two Years <input checked="" type="checkbox"/>                  Next Five Years <input checked="" type="checkbox"/>                  Six Years + <input checked="" type="checkbox"/> </p>																																	




Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Shade Canopy Replacement - MFAC</p>																																								
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>																																								
<p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p>																																								
<p><b><u>Date of Most Recent Update:</u></b></p>																																								
<p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The shade canopies at the Mission Family Aquatic Center will be replaced to address issues of fading and tearing.</p>																																								
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2020</td> <td>15,000.00</td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td>2024</td> <td></td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 15,000.00</b></td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2020	15,000.00		2021			2022			2023			2024			<b>Total Five Year Cost</b>	<b>\$ 15,000.00</b>		<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td>15,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 15,000.00</b></td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	15,000.00	Other		<b>Total:</b>	<b>\$ 15,000.00</b>
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> MFAC Painting and Maintenance</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5930 W 61st St Mission, KS 66202</p>																																	
<p><b><u>Project Description:</u></b> Repainting of the pool shells is required every 4-5 years, with minor touch ups in between. The MFAC's shells were last painted in 2017. As the facility ages and additional coats of paint are applied, the time between paintings may be extended. The 2020 maintenance will also include repairs to cracks identified in the competition pool at the start of the 2019 swim season.</p>																																	
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<p><b><u>Priority:</u></b></p> <p>             Immediate <input checked="" type="checkbox"/>                  Next Two Years <input type="checkbox"/>                  Next Five Years <input type="checkbox"/>                  Six Years + <input type="checkbox"/> </p>																																	




Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Lane Line Replacement - MFAC</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202</p>																																	
<p><b><u>Project Description:</u></b> The lane lines are used daily for six weeks of the year by the Mission Marlins swim team as well as for lap swimmers during open swim times. The lane lines and reels should be replaced every 6-7 years.</p>																																	
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Conference Center Banquet Chairs</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																										
<p><b><u>Project Description:</u></b> A total of 300 banquet chairs are maintained on-site for use in conjunction with various rentals and events at the Community Center. The chairs require periodic replacement in order to maintain an attractive and functional experience for members, patrons, and rental customers.</p>																																										
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2020</td> <td>24,100.00</td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td>2024</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Five Year Cost</td> <td style="text-align: right;">\$ 24,100.00</td> </tr> </table>	Budget Year:	Expenditure:		2020	24,100.00		2021			2022			2023			2024			Total Five Year Cost		\$ 24,100.00	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 60%;">Fund:</td> <td style="width: 40%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td style="text-align: right;">24,100.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$ 24,100.00</td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	24,100.00	Other		<hr/>		Total:	\$ 24,100.00
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Resurface Indoor Pool Deck - 2020</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																										
<p><b><u>Project Description:</u></b> The chemicals used in the swimming pool take a toll on the decking which surrounds it. Periodically resurfacing the pool deck improves safety by adding renewed texture to provides better traction and prevent slips and falls. Resurfacing also improves the aesthetics of the area. The resurfacing will be completed on connection with the annual maintenance of the indoor pool in August 2020.</p>																																										
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2020</td> <td>40,000.00</td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td>2024</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Five Year Cost</td> <td>\$ 40,000.00</td> </tr> </table>	Budget Year:	Expenditure:		2020	40,000.00		2021			2022			2023			2024			Total Five Year Cost		\$ 40,000.00	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td>40,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total:</td> <td>\$ 40,000.00</td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	40,000.00	Other		<hr/>		Total:	\$ 40,000.00
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Gel Coat Water Slide SPJCC - 2020</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>	<div style="border: 1px solid black; height: 200px; margin: 10px 0;">  </div>																																									
<p><b><u>Project Description:</u></b> The slide will be inspected for blisters, cracks, delamination, coring, voids and fractured fiberglass. All issues identified in the inspection will be addressed to extend the life of the water slide, to increase safety, and to minimize maintenance costs. In addition, the stairs will be inspected and receive maintenance as necessary.</p>																																										
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Conference Center Tables</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																	
<p><b><u>Project Description:</u></b> The 60-inch round tables are used for various activities on an almost daily basis in the conference center and require periodic replacement.</p>																																	
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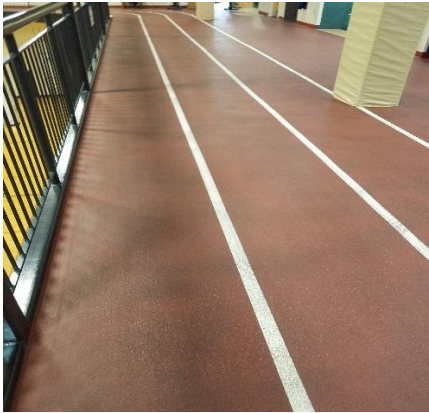


Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Small Kaivac</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																										
<p><b><u>Project Description:</u></b> The Kaivac no-touch cleaning system allows staff to remove dirt and odor causing germs in the locker rooms, restrooms and the steamroom. This equipment provides a more efficient method of cleaning and rapidly dries the floor to eliminate slip-and-fall accidents.</p>																																										
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2020</td> <td>5,000.00</td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td>2024</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Five Year Cost</td> <td style="text-align: right;">\$ 5,000.00</td> </tr> </table>	Budget Year:	Expenditure:		2020	5,000.00		2021			2022			2023			2024			Total Five Year Cost		\$ 5,000.00	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td style="text-align: right;">5,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">\$ 5,000.00</td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	5,000.00	Other		<hr/>		Total:	\$ 5,000.00
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City of Mission

<p><b><u>Project Name:</u></b> Indoor Track Resurfacing</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b></p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																	
<p><b><u>Project Description: (Most recent update, if applicable, listed first)</u></b> The indoor walking/jogging track receives extensive use year round. This project replaces the existing 10,750 sq. ft. of synthetic flooring.</p>																																	
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Capital Improvement Program - Project Summary Sheet  
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<b><u>Project Name:</u></b> South Kitchen Flooring																																																																	
<b><u>Project Request Prepared By:</u></b> Laura Smith																																																																	
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<b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202																																																																	
<b><u>Project Description:</u></b> Replacement of the kitchen tile/flooring in the south kitchen.																																																																	
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# Parks & Recreation 2021




Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Parking Lot Re-Seal/Stripe</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202</p>	<div style="border: 1px solid black; height: 200px; margin: 10px 0;">  </div>																																
<p><b><u>Project Description:</u></b> The parking lot at the Mission Family Aquatic Center was sealed striped in connection with the facility opening in 2014. Periodic maintenance is required. Costs included for resurfacing and restriping as well as for traffic control, mobilization, and phasing.</p>																																	
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> UV Sanitation Light Bulb Replacement - MFAC</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202</p>	<div style="border: 1px solid black; height: 200px; position: relative;">  </div>																																
<p><b><u>Project Description:</u></b> UV sanitation systems eliminate chlorine-resistant microorganisms, which are common causes of pool closures. Facilities equipped with these systems consume fewer chemicals and allow sanitizers to be more effective. Each of the three bodies of water at the outdoor aquatic center were constructed with UV sanitation systems and the light bulbs in these units required periodic replacement based on hours of usage.</p>																																	
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<p><b><u>Project Name:</u></b> Diving Board Replacement</p>																																	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>																																	
<p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p>																																	
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<p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66202</p>																																	
<p><b><u>Project Description:</u></b> Normal wear and tear, chemically treated water, and environmental conditions contribute to the deterioration of diving boards. Deterioration of the boards includes the loss of slip resistant surfacing and cracking, and they must be replaced periodically to prevent injuries.</p>																																	
<p><b><u>Timeline:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Budget Year:</th> <th style="text-align: left;">Expenditure:</th> </tr> </thead> <tbody> <tr> <td>2020</td> <td></td> </tr> <tr> <td>2021</td> <td>\$ 13,000.00</td> </tr> <tr> <td>2022</td> <td></td> </tr> <tr> <td>2023</td> <td></td> </tr> <tr> <td>2024</td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 13,000.00</b></td> </tr> </tbody> </table>	Budget Year:	Expenditure:	2020		2021	\$ 13,000.00	2022		2023		2024		<b>Total Five Year Cost</b>	<b>\$ 13,000.00</b>	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Fund:</th> <th style="text-align: left;">Expenditure \$:</th> </tr> </thead> <tbody> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td>\$ 13,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 13,000.00</b></td> </tr> </tbody> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	\$ 13,000.00	Other		<b>Total:</b>	<b>\$ 13,000.00</b>
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Capital Improvement Program - Project Summary Sheet  
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<p><b><u>Project Name:</u></b> Conference Center Blinds - 2021</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>	<div style="border: 1px solid black; height: 200px; margin: 10px 0;">  </div>																																																
<p><b><u>Project Description:</u></b> The blinds in the conference center are used on a daily basis for various classes, events, and rentals, sometimes being raised and lowered multiple times a day. Replacement of the blinds is required in order to maintain them in an acceptable working condition</p>																																																	
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<p><b><u>Priority:</u></b></p> <p>             Immediate <input type="checkbox"/>                  Next Two Years <input checked="" type="checkbox"/>                  Next Five Years <input type="checkbox"/>                  Six Years + <input type="checkbox"/> </p>																																																	




Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Natatorium Ceiling Repairs 2021</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> Because of moisture and chemicals in the pool area, corrosion is the most common problem in the natatorium. If the ceiling beams are not properly maintained, the structural integrity of the building can be compromised to the point of failure, and could result in a potential roof collapse. This project includes sandblasting of all the ceiling beams, replacing nuts and bolts as needed, and repainting of the beams with a urethane based paint.</p>																																								
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td>70,000.00</td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td>2024</td> <td></td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 70,000.00</b></td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2020			2021	70,000.00		2022			2023			2024			<b>Total Five Year Cost</b>	<b>\$ 70,000.00</b>		<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td>70,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 70,000.00</b></td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	70,000.00	Other		<b>Total:</b>	<b>\$ 70,000.00</b>
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Selectorized Weight Equipment 2021</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The Selectorized weight equipment is used daily by patrons of all ages. This weight equipment is the most "user friendly" of all the equipment and should be replaced periodically to ensure it is maintained in good working order.</p>																																								
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td>80,000.00</td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td>2024</td> <td></td> <td></td> </tr> <tr> <td colspan="2"><b>Total Five Year Cost</b></td> <td><b>\$ 80,000.00</b></td> </tr> </table>	Budget Year:	Expenditure:		2020			2021			2022	80,000.00		2023			2024			<b>Total Five Year Cost</b>		<b>\$ 80,000.00</b>	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td>80,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 80,000.00</b></td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	80,000.00	Other		<b>Total:</b>	<b>\$ 80,000.00</b>
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Steam Room Retiling 2021</p>																																	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>																																	
<p><b><u>Initial Date of Preparation:</u></b> 9/22/17</p>																																	
<p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p>																																	
<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>																																	
<p><b><u>Project Description: (Most recent update, if applicable, listed first)</u></b> Over time, the environment inside the steam room can lead to serious and costly issues which include; mold growth, failure of the walls, floor and/or ceiling assemblies, and loose tiles falling on occupants. Periodically replacing the tile and grout provides for a safe, clean, and healthy facility for patrons. This project includes the removal and replacement of all existing tile and grout.</p>																																	
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Capital Improvement Program - Project Summary Sheet  
City of Mission


<p><b><u>Project Name:</u></b> SPJCC Repairs and Improvements - TBD</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/7/19</p> <p><b><u>Date of Most Recent Update:</u></b></p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202</p>																																	
<p><b><u>Project Description: (Most recent update, if applicable, listed first)</u></b>          There are a number of projects, both maintenance and upgrades, that will continue to need attention at the Community Center. These projects/needs average approximately \$250,000-\$300,000 annually. In the absence of a Parks and Recreation Director, decisions and recommendations for specific projects in 2021 - 2014 have been deferred and identified with a placeholder in the 5-year CIP Budget worksheet.</p>																																	
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# Parks & Recreation 2022




Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> <b>Shade Structure Replacement - Legacy Park</b></p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Legacy Park 6000 Boardmoor St. Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The shade canopy in Legacy Park should be replaced periodically to maintain an aesthetically pleasing appearance in one of the City's most visible parks.</p>																																								
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td>6,000.00</td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td>2024</td> <td></td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 6,000.00</b></td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2020			2021			2022	6,000.00		2023			2024			<b>Total Five Year Cost</b>	<b>\$ 6,000.00</b>		<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td>6,000.00</td> </tr> <tr> <td>Park Sales Tax</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 6,000.00</b></td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation	6,000.00	Park Sales Tax		Other		<b>Total:</b>	<b>\$ 6,000.00</b>
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Slide 2 Maintenance - MFAC</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Mission Family Aquatic Center 5960 W 61st Street Mission, KS 66212</p>																																								
<p><b><u>Project Description:</u></b> Proper preventative maintenance of water slides includes repair worn or damaged surfaces, cracks or large chips, caulking of slide joints, and touch up of steel parts. It provides for continued safety of pool patrons, and increases the life span of the slide.</p>																																								
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Conference Center Carpet - 2022</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The conference center is used on a daily basis, sometimes multiple times in one day, for various classes, events, and rentals. Periodic replacement of the carpet is required to maintain the conference center in an acceptable condition.</p>																																								
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td>30,000.00</td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td>2024</td> <td></td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 30,000.00</b></td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2020			2021			2022	30,000.00		2023			2024			<b>Total Five Year Cost</b>	<b>\$ 30,000.00</b>		<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td>30,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 30,000.00</b></td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	30,000.00	Other		<b>Total:</b>	<b>\$ 30,000.00</b>
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<b>Total:</b>	<b>\$ 30,000.00</b>																																							
<p><b><u>Priority:</u></b></p> <p>             Immediate <input type="checkbox"/>                  Next Two Years <input checked="" type="checkbox"/>                  Next Five Years <input type="checkbox"/>                  Six Years + <input type="checkbox"/> </p>																																								




Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Conference Center Projectors - 2022</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 3/11/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The conference center hosts a variety of activities that include, but are not limited to; wedding receptions, business meetings, bridal/baby showers, retirement dinners, holiday parties, quinceaneras, etc. Many rentals include the use of the facility's audio visual equipment. To accommodate the needs, and maintain pace with technology improvements, the projectors require periodic replacement.</p>																																								
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td>18,000.00</td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td>2024</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Five Year Cost</td> <td>\$ 18,000.00</td> </tr> </table>	Budget Year:	Expenditure:		2020			2021			2022	18,000.00		2023			2024			Total Five Year Cost		\$ 18,000.00	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks &amp; Recreation</td> <td>18,000.00</td> </tr> <tr> <td>Park Sales Tax</td> <td></td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td>Total:</td> <td>\$ 18,000.00</td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks & Recreation	18,000.00	Park Sales Tax		Other		Total:	\$ 18,000.00
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Conference Center Painting</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The conference center is used on an almost daily basis for activities that include corporate meetings, classes, baby/bridal showers, wedding receptions, etc. Updating and refreshing the paint colors allow the facility to stay current with market trends and provide an attractive facility for guests.</p>																																								
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Natatorium Painting</p>																																																	
<p><b><u>Project Request Prepared By:</u></b> Laura Smith</p>																																																	
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<p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>																																																	
<p><b><u>Project Description:</u></b> The natatorium was last painted in 2015. Because of the corrosive environment caused by the pool chemicals this area should be needs to be repainted periodically.</p>																																																	
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> SPJCC Parking Lot Seal and Re-stripe 2022</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>	<div style="border: 1px solid black; height: 200px; margin: 10px 0;">  </div>																																									
<p><b><u>Project Description:</u></b> Extensive maintenance was done on the community center parking lots in 2017. In order to preserve the investment, they require periodic sealing and re-striping. Costs are estimated for a seal treatment, restriping, and traffic control, mobilization and phasing.</p>																																										
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td>57,000.00</td> <td></td> </tr> <tr> <td>2023</td> <td></td> <td></td> </tr> <tr> <td>2024</td> <td></td> <td></td> </tr> <tr> <td colspan="2">Total Five Year Cost</td> <td>\$ 57,000.00</td> </tr> </table>	Budget Year:	Expenditure:		2020			2021			2022	57,000.00		2023			2024			Total Five Year Cost		\$ 57,000.00	<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td>57,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td colspan="2"><hr/></td> </tr> <tr> <td>Total:</td> <td>\$ 57,000.00</td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	57,000.00	Other		<hr/>		Total:	\$ 57,000.00
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# Parks & Recreation 2023




Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Locker Room Flooring</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/2/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway St. Mission, KS 66202</p>	<div style="border: 1px solid black; height: 200px; margin: 10px 0;">  </div>																																
<p><b><u>Project Description:</u></b> The tile flooring in the men's and women's locker room is original to the facility (1999) and showing significant signs of wear and tear, especially in the showers. Staff regrouts frequently, but the floors are in need of complete replacement. Since the construction of the facility, several advanced flooring options have been introduced to the market. Staff will explore current replacement options and replace the floor in these areas to continue to provide an aesthetically please and safe facility for members and patrons.</p>																																	
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Adult Lounge Counters - 2023</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The counter in the adult lounge is original to the facility and showing significant signs of wear and tear. Replacing the counter will assist in providing an aesthetically pleasing and functional facility for members and guests.</p>																																								
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> North and South Kitchen Counters - 2023</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The counters in the north and south kitchens are original to the facility and are showing significant signs of wear and tear. Replacing these counters will assist in providing an aesthetically pleasing and functional facility for members and guests.</p>																																								
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td>20,000.00</td> <td></td> </tr> <tr> <td>2024</td> <td></td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td><b>\$ 20,000.00</b></td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2020			2021			2022			2023	20,000.00		2024			<b>Total Five Year Cost</b>	<b>\$ 20,000.00</b>		<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td>20,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td><b>\$ 20,000.00</b></td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	20,000.00	Other		<b>Total:</b>	<b>\$ 20,000.00</b>
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<p><b><u>Priority:</u></b></p> <p>             Immediate <input type="checkbox"/>                  Next Two Years <input type="checkbox"/>                  Next Five Years <input checked="" type="checkbox"/>                  Six Years + <input type="checkbox"/> </p>																																								




Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Roof Resurfacing - 2023</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> A roof assessment conducted by GBA in 2016 recommended replacement of the roof in 2023. The work includes; removal and replacement of the existing roofing for the entire modified and built up roof areas, and repair of the Spanish tile roof by mortar closure repairs, ridge closure repairs and loose tile repairs in various areas.</p>																																								
<p><b><u>Timeline:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Budget Year:</td> <td style="width: 30%;">Expenditure:</td> <td style="width: 40%;"></td> </tr> <tr> <td>2020</td> <td></td> <td></td> </tr> <tr> <td>2021</td> <td></td> <td></td> </tr> <tr> <td>2022</td> <td></td> <td></td> </tr> <tr> <td>2023</td> <td style="text-align: right;">425,000.00</td> <td></td> </tr> <tr> <td>2024</td> <td></td> <td></td> </tr> <tr> <td><b>Total Five Year Cost</b></td> <td style="text-align: right;"><b>\$ 425,000.00</b></td> <td></td> </tr> </table>	Budget Year:	Expenditure:		2020			2021			2022			2023	425,000.00		2024			<b>Total Five Year Cost</b>	<b>\$ 425,000.00</b>		<p><b><u>Funding Source:</u></b></p> <table style="width: 100%;"> <tr> <td style="width: 30%;">Fund:</td> <td style="width: 70%;">Expenditure \$:</td> </tr> <tr> <td>Capital Improvement</td> <td></td> </tr> <tr> <td>Stormwater Utility</td> <td></td> </tr> <tr> <td>Street Sales Tax</td> <td></td> </tr> <tr> <td>Special Highway</td> <td></td> </tr> <tr> <td>Special Parks and Recreation</td> <td></td> </tr> <tr> <td>Park Sales Tax</td> <td style="text-align: right;">425,000.00</td> </tr> <tr> <td>Other</td> <td></td> </tr> <tr> <td><b>Total:</b></td> <td style="text-align: right;"><b>\$ 425,000.00</b></td> </tr> </table>	Fund:	Expenditure \$:	Capital Improvement		Stormwater Utility		Street Sales Tax		Special Highway		Special Parks and Recreation		Park Sales Tax	425,000.00	Other		<b>Total:</b>	<b>\$ 425,000.00</b>
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> <b>Pool Resurfacing - 2023</b></p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202</p>																																								
<p><b><u>Project Description:</u></b> The pool at the Community Center was last resurfaced in 2018 with a Diamond Brite material that had a life expectancy of 5 to 7 years. Staff will evaluate and consider Diamond Brite, Pebble Tee, Pebble Sheen, and River Rok as replacement options. If the life can be extended, this project will be deferred to a future year.</p>																																								
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Capital Improvement Program - Project Summary Sheet  
City of Mission

<p><b><u>Project Name:</u></b> Adult Lounge Furniture - 2023</p> <hr/> <p><b><u>Project Request Prepared By:</u></b> Laura Smith</p> <p><b><u>Initial Date of Preparation:</u></b> 6/4/18</p> <p><b><u>Date of Most Recent Update:</u></b> 6/7/19</p> <hr/> <p><b><u>Project Location (address if known):</u></b> Sylvester Powell, Jr. Community Center 6200 Martway Street Mission, KS 66202</p>																																																	
<p><b><u>Project Description: (Most recent update, if applicable, listed first)</u></b> The adult lounge furniture experiences heavy use by the members and guests of the Community Center and requires periodic replacement. The furniture is commercial grade to ensure the longest life based on usage.</p>																																																	
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# 2020 Outstanding Debt Obligations And Debt Policy





## City of Mission 2020 Annual Budget

### Debt Service Summary

#### **Overview and Debt Financing Principles**

Construction of new infrastructure, or the reconstruction and upgrade of existing infrastructure, can often exceed the financial resources of a local government in a given fiscal year. To overcome this deficit, local governments will often debt-finance these major capital projects over a period of several years. This allows the local government to complete the project in a timely manner rather than saving funds over a period of time to complete the project at a later date.

The goal of Mission's debt policy is to maintain the ability to provide high quality essential City services and improvements in a cost-effective manner. Policy makers weigh this goal against maintaining the ability to borrow at the lowest possible rates. The City uses a formally established Debt Policy when determining when to finance projects with debt.

#### **Outstanding Debt**

The following provides a summary of the City's outstanding debt issues as of December 31, 2019. Debt service schedules are maintained and updated by the Administration Department. The City's current credit rating is "AA+" as assigned by Standard and Poor's Rating Services.

#### **General Obligation Debt Supported by Taxes/Utility Fees**

Date of Issue	Original Amount	Purpose	Final Maturity	Principal Outstanding at 12-31-19
8/12/10	\$3,200,000	Series 2010A - Stormwater	9/1/20	\$355,000
12/15/10	\$6,945,000	Series 2010B - Stormwater	9/1/29	\$6,945,000
7/11/13	\$680,000	Series 2013A - Streetlights	9/1/23	\$290,000
12/20/13	\$4,480,000	Series 2013C - Jo Drive	9/1/23	\$2,090,000
8/7/14	\$9,795,000	Series 2014A - 2009A Refunding	9/1/29	\$6,780,000
8/15/19	\$3,470,000	Series 2019A - Stormwater	9/1/2029	\$3,400,000



**General Obligation Debt Supported Primarily by Other Sources (Sales Tax)**

Date of Issue	Original Amount	Purpose	Final Maturity	Principal Outstanding at 12-31-18
2/16/12	\$4,360,000	Series 2012A - Jo Dr & Martway Improvements	9/1/22	\$1,365,000
7/11/13	\$4,510,000	Series 2013B - Outdoor Pool	9/1/23	\$1,970,000

**Legal Debt Margin**

Percentage of legal debt margin used measures the City's ability to issue bonded debt. Direct bonded debt is debt for which the City has pledged its full faith and credit. The debt limit establishes a maximum dollar limitation calculated under existing law. The debt limitations outlined by K.S.A. 10-308 provide that the debt of the City is limited to 30% of assessed valuation.



CITY OF MISSION  
DEBT SUMMARY 2020

Debt Issue	Issue Date	Original Issue Amount	Interest Rates	Amount Outstanding 1/1/2020	Debt to be Issued in 2020	Debt Service 2020		Amount Outstanding 12/31/2020	Maturity Date	Repayment Source
						Interest	Principal			
GO Bonds, Series 2010A Refunding of 2008-2 Taxable Temp Notes	8/18/2010	\$ 3,200,000	2.0-2.75	\$ 355,000	\$ -	\$ 9,763	\$ 355,000	\$ -	9/1/2020	Storm Water Utility and Drainage Districts
GO Refunding Bonds, Series 2010B Restructure 2005A and portion of 2009A	12/15/2010	\$ 6,945,000	4.0-4.25	\$ 6,945,000	\$ -	\$ 279,131	\$ 695,000	\$ 6,250,000	9/1/2029	Storm Water Utility and Drainage Districts
GO Bonds, Series 2012A Johnson Drive/Martway Improvements	2/16/2012	\$ 4,360,000	.40-2.0	\$ 1,365,000	\$ -	\$ 25,060	\$ 445,000	\$ 920,000	9/1/2022	1/4-cent Street Sales Tax
GO Bonds, Series 2013A Streetlight Acquisition	7/11/2013	\$ 680,000	2.0-3.0	\$ 290,000	\$ -	\$ 8,175	\$ 70,000	\$ 220,000	9/1/2023	General Fund
GO Bonds, Series 2013B Mission Aquatic Center	7/11/2013	\$ 4,510,000	2.0-3.0	\$ 1,970,000	\$ -	\$ 59,100	\$ 470,000	\$ 1,500,000	9/1/2023	Parks & Recreation Sales Tax
GO Bonds, Series 2013C* Johnson Drive Improvements	12/20/2013	\$ 4,480,000	2.0-2.5	\$ 2,090,000	\$ -	\$ 45,838	\$ 505,000	\$ 1,585,000	9/1/2023	1/4-cent Street Sales Tax and Storm Water Utility
GO Refunding, Series 2014-A (replaced portion of 2009-A)	8/7/2014	\$ 9,795,000	2.0-3.0	\$ 6,780,000	\$ -	\$ 165,538	\$ 885,000	\$ 5,895,000	9/1/2029	Storm Water Utility and Drainage Districts
GO Bonds, Series 2019-A Rock Creek Channel	8/15/2019	\$ 3,470,000	5.0	\$ 3,470,000	\$ -	\$ 175,519	\$ 40,000	\$ 3,430,000	9/1/2029	Storm Water Utility and Drainage Districts
<b>Totals</b>		\$ 37,440,000		\$ 23,265,000	\$ -	\$ 768,123	\$ 3,465,000	\$ 19,800,000		
Total Debt Service Payments (P&I):						\$ 4,233,123				



## City of Mission 2020 Annual Budget

### Debt Financing Policy

The Debt Financing Policy Statement sets forth comprehensive guidelines for the financing of capital expenditures. It is the objective of the policy that:

- 1) the City obtain financing only when necessary,
- 2) the process for identifying the timing and amount of debt or other financing be as efficient as possible,
- 3) the most favorable interest rate and other related costs be obtained, and
- 4) when appropriate, future financial flexibility be maintained.

Debt financing, which includes general obligation bonds, special assessment bonds, revenue bonds, temporary notes, lease/purchase agreements, and other City obligations permitted to be issued or incurred under Kansas law, shall only be used to purchase capital assets that cannot reasonably be acquired from either available current revenues or fund balances. The useful life of the asset or project shall exceed the payout schedule of any debt the City assumes.

To enhance creditworthiness and prudent financial management, the City is committed to systematic capital planning, intergovernmental cooperation and coordination, and long-term financial planning.

Evidence of this commitment to capital planning will be demonstrated through periodic adjustment of the City's Comprehensive Plan and the annual adoption of a Community Investment Program (CIP) identifying the benefits, costs and method of funding each capital improvement planned for the succeeding five years. In addition, the City will use a ten-year equipment replacement schedule and an annual five-year financial forecast to assist with long-term financial planning.

#### **Responsibility for Policy**

The primary responsibility for developing debt financing recommendations rests with the Finance Director. In developing such recommendations, the Finance Director shall be assisted by the City Administrator and City's outside Financial Advisor (FA), the three of whom shall comprise the Debt Management Committee who will:

- meet at least semi-annually to consider the need for debt financing and assess progress on the current CIP and any other program/improvement deemed necessary by the City Administrator;
- meet at least annually to test adherence to this policy statement and to review applicable debt ratios serving as benchmarks;
- review changes in federal and state legislation that affect the City's ability to issue debt and report such findings to the City Council as appropriate;
- review annually the provisions of resolutions authorizing issuance of general obligation bonds of the City;
- review semi-annually the opportunities for refinancing current debts; and
- review annually the services provided by the City's financial advisor, bond



counsel, paying agents and other debt financing service providers.

Prior to each meeting, the Finance Director shall gather information on the financial status of the City's current CIP. The report shall be based in part on information collected from departmental managers for the City and shall include a projection of near term financing needs compared to available resources, an analysis of the impact of contemplated financings on the property tax rate and user charges, and a final financing recommendation. In developing financing recommendations, the Debt Management Committee shall consider:

- the length of time proceeds of obligations are expected to remain on hand and their related carrying costs;
- the options for interim financing including short term and inter-fund borrowing, taking into consideration federal and state reimbursements;
- the effect of proposed actions on the tax rate and user charges;
- trends in bond markets;
- trends in interest rates; and,
- other factors as deemed appropriate.

### **Use of Debt Financing**

Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The City will use debt financing only for one-time capital improvement projects and unusual equipment purchases, and only under the following circumstances:

- when the project is included in the City's five-year Community Investment Program; or when the project involves acquisition of equipment that cannot be purchased outright without causing an unacceptable spike in the property tax rate; or,
- when the project is the result of growth-related activities within the community that require unanticipated and unplanned infrastructure or capital improvements by the City; and,
- when the project's useful life, or when the projected service life of the equipment, will be equal to or exceed the term of the financing; and,
- when there are designated revenues sufficient to service a debt, whether from project revenues, other specified and reserved resources, or infrastructure cost sharing revenues.

The following criteria will be used to evaluate pay-as-you-go versus debt financing in funding capital improvements:

*Factors which favor pay-as-you-go financing include circumstances where:*

- the project can be adequately funded from available current revenues and fund balances;
- the project can be completed in an acceptable time frame given the available revenues;
- additional debt levels could adversely affect the City's credit rating or repayment sources; or



- market conditions are unstable or suggest difficulties in marketing debt.

*Factors which favor long-term debt financing include circumstances where:*

- revenues available for debt issues are considered sufficient and reliable so that long-term financing can be marketed with an appropriate credit rating, which can be maintained;
- market conditions present favorable interest rates and demand for municipal debt financing;
- a project is mandated by state or federal government and current revenues or fund balances are insufficient to pay project costs;
- a project is immediately required to meet or relieve capacity needs or existing life/health/safety needs;
- unprogrammed cash reserves are insufficient to pay project costs; or
- the life of the project or asset financed is five years or longer.

### **Structure and Term of Long-Term Debt Financing**

#### *Term of Debt*

City debt obligations will be structured to achieve the lowest possible net interest cost to the City given market conditions, the urgency of the capital project, and the nature and type of any security provided. Moreover, to the extent possible, the City will design the repayment of its overall debt issues so as to recapture rapidly its credit capacity for future use. As a benchmark, the City shall strive to repay at least 25% of the principal amount of its general obligation bonds, excluding special assessment bonds, within five years and at least 75% within ten years.

#### *General Obligation Bonds*

The City shall use an objective analytical approach to determine whether it can afford to assume new general obligation bonds beyond what it retires each year (see Assumption of Additional Long-Term Obligations below). Generally, this process will compare benchmarks relative to key demographic data of the City.

These benchmarks shall include, at a minimum, ratios reflecting long-term debt per capita, long-term debt as a percent of taxable value, long-term debt service payments as a percent of current revenues and current expenditures, and the level of overlapping net long-term debt of all local taxing jurisdictions. This process shall also examine the direct costs and quantifiable benefits of any proposed expenditures.

The decision on whether to assume new general obligation bonds shall, in part, be based on (a) costs and benefits, (b) the current conditions of the municipal bond market, and (c) the City's ability to assume new general obligation bonds as determined by the aforementioned benchmarks.

#### *Revenue Bonds*

For the City to issue new revenue bonds, projected annual revenues as defined by the ordinance authorizing such issuance, shall be at a rate greater than 100% of the issue's



average annual debt service. If necessary, annual adjustments to the City's rate structures will be considered in order to maintain an acceptable coverage factor.

#### *Special Assessment Bonds*

The City shall maintain a watchful attitude over the issuance of special assessment bonds for benefit district improvements. While the City's share of any benefit district project may fluctuate, under Kansas law, the City will not pay more than 95% of any proposed costs related to a benefit district. A report on the findings of the Debt Management Committee will be submitted to the City Administrator prior to the City Council approval of any special assessment bond issue.

#### *Economic Development Bonds*

The City shall follow City Council Policy 106 which outlines the procedure for considering applications for Tax Increment Financing (TIF) used for economic development and redevelopment purposes in accordance with the provisions of K.S.A 12-1770 through 12-1780. In addition the City shall use all relevant portions of City Council Policy 106 for the issuance of any other type of Economic Development Bonds, including STAR Bonds.

#### *Assumption of Additional Long-Term Obligations*

The City shall not assume more tax-supported general obligation bond debt (excluding special assessment bonds) without first conducting an objective analysis as to the community's ability to assume and support additional general obligation bond service payments. Whenever appropriate, self-supporting revenue bonds shall be issued before general obligation bonds.

#### *Asset Life*

The City will consider long-term financing for the acquisition, replacement, or expansion of physical assets (including land) only if a capital project has a useful life of longer than the term of the bond issue supporting it. Long-term debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed.

#### *Length of Long-Term Debt*

City long-term debt will be amortized for the shortest period consistent with a fair allocation of costs to current and future beneficiaries or users.

The City normally shall issue bonds with an average life of 10 years or less for general obligation bonds and 20 years for revenue bonds and special assessment bonds. (However, there may be special circumstances when the cost of a project necessitates a bond life greater than 10 years.) When feasible, the structure of general obligation bonds will reduce principal at a faster rate than amortization of revenue bonds or special assessment bonds. There shall be no "balloon" bond repayment schedules, which consist of low annual payments and one large payment of the balance due at the end of the term, unless anticipated revenues streams would support otherwise. There shall always be at least interest paid in the first fiscal year after a bond sale and principal



starting no later than the second fiscal year after the bond issue, unless the City is required to issue Capital Appreciation Bonds (CABs).

#### *Call Provisions*

Call provisions for bond issues shall be made as short as possible consistent with the lowest interest cost to the City. All bonds shall be callable only at par.

#### *Long-Term Debt Structuring*

At a minimum, the City will seek to amortize general obligation bonds with level principal and interest costs-over the life of the issue. Pushing higher costs to future years in order to reduce short-term budget liabilities will be considered only when natural disasters or extraordinary or unanticipated external factors make the short-term cost of general obligation bonds prohibitive.

#### *Variable Rate Long-Term Obligations*

The City may choose to issue bonds that pay a rate of interest that varies according to predetermined formula or results from a periodic remarketing of the securities, consistent with state law and covenants of pre-existing bonds, and depending on market conditions.

### **Long-Term Debt Administration and Financing**

#### *Financing Proposals*

Any capital financing proposal of a City division, agency, or utility involving the pledge or other extension of the City's credit through sale of bonds, execution of loans or leases, or otherwise involving directly or indirectly the lending or pledging of the City's credit, shall be referred to the Finance Director or his/her designee.

#### *Bond Counsel*

The City will utilize external bond counsel for all Long-Term Debt issues. All long-term debt issued by the City will include a written opinion by Bond Counsel affirming that the City is authorized to issue the long-term debt, stating that the City has met all Federal and State constitutional and statutory requirements necessary for issuance, and determining a long-term debt federal income tax status.

#### *Underwriter's Counsel*

City payment for Underwriters Counsel will be authorized for negotiated sales by the Finance Director on a case-by-case basis depending on the nature and complexity of the transaction and the needs expressed by the underwriters.

#### *Financial Advisor*

The City will utilize an external Financial Advisor, to be selected for a term of up to three



years, through a competitive process administered by the City's Finance Director. The utilization of the Financial Advisor for certain long-term debt issuance will be at the discretion of the Finance Director and City Administrator on a case-by-case basis. For each City bond sale the Financial Advisor will provide the City with information on pricing and underwriting fees for comparable sales by other issuers.

#### *Temporary Notes*

Use of short-term borrowing, such as temporary notes, will be undertaken only if the transaction cost plus interest on the notes are less than the cost of internal financing, or available cash or reserves are insufficient to meet project needs or current obligations.

#### *Credit Enhancements*

Credit enhancement (letters of credit, bond insurance, etc.) may be used if the costs of such enhancements will reduce the net service payments on the bonds.

#### *Lease/Purchase Agreements*

The use of lease/purchase agreements in the acquisition of vehicles, equipment and other capital assets shall be considered carefully relative to any other financing option or a "pay-as-you-go" basis. Although lifetime costs of lease may be higher than other financing options or if the asset were purchased outright, this will not preclude lease-purchase agreements from being considered by the City as a funding option for certain capital projects.

#### *Competitive Sale of Long-Term Debt*

The City, as a matter of policy, shall seek to issue its general or revenue bond obligations in a competitive sale unless it is determined by the Debt Management Committee that such a sale method will not produce the best results for the City. In such instances where the City, through a competitive bidding for its bonds, deems the bids received as unsatisfactory or does not receive bids, it may at the election of the City Council, enter into negotiation for sale of the bonds.

#### **Refunding of Long-Term Debt**

Periodic reviews of all outstanding long-term debt will be undertaken to determine refunding opportunities. Refunding will be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding or the refunding is essential in order to modernize covenants essential to operations and management.

City staff and the Financial Advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding long-term debt. As a general rule, the present value savings of a particular refunding will exceed 3% of the refunded debt service.

Refunding issues that produce a net present value savings of less than 3% will be considered on a case-by-case basis. Refunding issues with negative savings will not be



considered unless there is a compelling public policy objective.

### **Conduit Financings**

The City may sponsor conduit financings in the form of Industrial Revenue Bonds for those activities (i.e. economic development, housing, health facilities, etc.) that have a general public purpose and are consistent with the City's overall service and policy objectives as outlined in City Council Policy 112.

All conduit financings must insulate the City completely from any credit risk or exposure and must first be approved by the City Administrator before being submitted to the City Council. All conduit financings will require an appropriate issuance fee as determined by the Debt Management Committee in accordance with City Council Policy 112.

### **Arbitrage Liability Management**

It is the City's policy to minimize the cost of arbitrage rebate and yield restriction while strictly complying with the law.

#### *General*

Federal arbitrage legislation is intended to discourage entities from issuing tax-exempt obligations unnecessarily. In compliance with the spirit of this legislation, the City will not issue obligations except for identifiable projects with very good prospects of timely initiation. Temporary notes and subsequent general obligation bonds will be issued timely as project contracts are awarded so that all issues will be spent quickly.

#### *Responsibility*

Because of the complexity of arbitrage rebate regulations and the severity of non-compliance penalties, the advice of Bond Counsel, Financial Advisor, and other qualified experts will be sought whenever questions about arbitrage rebate regulations arise.

### **Credit Ratings**

#### *Rating Agency Relationships*

The Finance Director and the Debt Management Committee shall be responsible for maintaining relationships with the rating agencies that currently assign ratings to the City's various debt obligations. This effort shall include providing periodic updates on the City's general financial condition along with coordinating meetings and presentations in conjunction with a new long-term debt issuance.

#### *Use of Rating Agencies*

The Debt Management Committee shall be responsible for determining whether or not a rating shall be requested on a particular financing and which of the major rating agencies shall be asked to provide such a rating.



### *Minimum Long-Term Rating Requirements*

The City's minimum rating requirement for its direct, general obligation debt is a rating of "AA" or higher. If a given long-term debt cannot meet this requirement based on its underlying credit strength, then credit enhancement may be sought to ensure that the minimum rating is achieved. If credit enhancement is unavailable or is determined by the Debt Management Committee to be uneconomical, then the obligations may be issued without a rating.

### *Rating Agency Requirements*

Full disclosure of operations and open lines of communication shall be made to rating agencies used by the City. The Debt Management Committee, with assistance of the City's Financial Advisor, shall prepare the necessary materials and presentations to the rating agencies. Credit rating will be sought from any rating agency as recommended by the City's Debt Management Committee.

### *Financial Disclosure*

The City is committed to full and complete financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, City departments and agencies, other levels of government, and the general public to share clear, comprehensible, and accurate financial information. The City is committed to meeting secondary disclosure requirements on a timely and comprehensive basis.

Official statements accompanying long-term debt issues, Comprehensive Annual Financial Reports, and continuing disclosure statements will meet (at a minimum), the standards articulated by the Government Accounting Standards Board (GASB), the National Federation of Municipal Analysts, the Securities and Exchange Commission (SEC), and Generally Accepted Accounting Principles (GAAP). The Department of Finance shall be responsible for ongoing disclosure to established national information repositories and for maintaining compliance with disclosure standards promulgated by state and national regulatory bodies.

### **Debt Policy Terminology**

**Arbitrage.** Arbitrage refers to the rebate amount due to the Internal Revenue Service where funds received from the issuance of tax-exempt debt have been invested and excess earnings have occurred.

**General Obligation Bonds.** Bonds backed by the full faith and credit of the City. Although General Obligation Bonds may be repaid with revenues sources other than ad valorem taxes (e.g. voter-approved sales taxes), the issuer's tax levy commitment is unlimited. As such, this structure has strong marketability in competitive offerings and attracts the lowest interest costs.

**Municipal Lease Agreements.** The City enters into a lease agreement with another party (typically a third-party vendor) to lease an asset over a defined period of time at a prearranged annual payment.



**Revenue Bonds.** Bonds secured by revenues generated by the facility from dedicated user fees. Planning for such issues generally is more complex because future costs and revenues directly affect each other. Credit enhancement (e.g., insurance or letter of credit) may be needed because of the limited source of long-term debt service payments that may be available in outlying years.

**Special Obligation Bonds.** Bonds backed by a dedicated revenue source and not the full faith and credit of the City. For example, Special Obligation Tax Increment Bonds would be repaid solely from pledged tax increment financing revenues. Because it is not secured by an unlimited tax levy, this structure has typically required a negotiated offering with interest costs higher than those available for General Obligation Bonds.

**Special Assessment Bonds.** Bonds issued to develop facilities and basic infrastructure for the benefit of properties within the benefit district. Assessments are levied on properties benefited by the project.

**Temporary Notes.** Notes are issued to provide temporary financing, to be repaid by long-term financing. This type of bridge financing has a maximum maturity of four years under Kansas law.



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## Supplemental Information





## City of Mission 2020 Annual Budget

### Financial Policies and Provisions

#### General Provisions

The City of Mission's financial policies and provisions, compiled below, set forth the basic framework for the overall fiscal management of the City. These policies assist the decision-making process of the City Council and the Administration. They provide guidelines for evaluating both current activities and proposals for future programs and budgets.

Financial policies aid the City by improving financial management, improving financial position, and improving the credit-worthiness of the City. They also serve to ensure that all financial transactions conducted by or on behalf of the City, its agencies, departments, officials, and authorized agents, shall be made in a manner and method which provides for the most proficient and effective management of the financial resources and funds of the City. These policies provide for the maximum protection of the City taxpayer, in accordance with and using established financial management practices, accounting standards, and auditing requirements.

The City Council shall be responsible to establish and authorize policies and procedures for the management of all financial resources and transactions of the City. The City Administrator, Finance Director, and other City officials shall adopt administrative procedures necessary to implement the financial policies.

It is the policy of the City to maintain sound financial practices and policies which are viable and current according to generally accepted accounting principles, auditing standards and financial management experience, and which are consistent and comply with all applicable state and federal laws. The City shall regularly review its policies and procedures and reserves its right to change and supplement them as necessary.

#### Revenue Provisions

The City will attempt to maintain a diversified and stable revenue system to shelter it from short term fluctuations in any one revenue source.

The City will attempt to obtain additional revenue sources as a way of ensuring a stable, balanced budget.

The City will establish user charges and fees at a level relative to the cost of providing the service.

The City acknowledges that property values have historically increased in Johnson



County, but in recent valuation years the City has seen a decrease in overall property values in our community. Increasing property values will increase property tax revenues when the mill levy is held constant. Decreasing property values reduce the revenue available to the City unless the mill levy is increased. The City will annually review the effect of property values and will take that into consideration when establishing the mill levy rate.

The City levies a 1% general local sales tax. A special ¼-cent sales tax became effective in April 2012 (sunsets April 2022) that is dedicated to street repair and maintenance. A special 3/8-cent parks and recreation sales tax became effective April 2013 (sunsets April 2023). Revenues from this special sales tax may be used to fund construction, operation, or maintenance of parks and recreation facilities.

#### Expenditure Provisions

The City will manage expenditures to assure that service delivery will be efficient and cost effective when carrying out the public policy directives established by the Council.

The City will continue to support a scheduled level of maintenance and replacement of its infrastructure, fleet, and other equipment and facilities.

#### Reserve Provisions

The City has established a goal of maintaining 25% of General Fund revenues as a reserve in this fund. From time to time, short-term, planned draw-down of reserves may occur based on specific needs and priorities established by the Council.

#### Capital Project Provisions

The City will annually develop a five-year plan for capital improvements in accordance with City policies.

The City will adopt annual capital budgets based on the five-year capital improvement plan.

#### Cash Management/Investment Provisions

The City will deposit all funds on the same day the funds are received.

The City will collect revenues aggressively, including past due bills of any type.

The Council follows an investment policy that emphasizes the preservation of principal, while seeking to obtain the best available rate of return. The policy fully complies with statutes concerning the investment of idle funds by municipalities in Kansas.



The Finance Director, City Administrator, and City Treasurer, will regularly review the status of the City's investments, the return on the investments, and the outlook of existing market conditions and other factors affecting the City's investment decisions.

#### Debt Service Provisions

The City has adopted a formal debt policy which governs the type, amount and length of any long-term debt issued by the City Council.

When general obligation debt is issued, the City will seek to obtain interest costs that are the lowest attainable in the market. The City will seek to maintain good financial policies and financial reporting to aid in the acquisition of the best market rates.

The City will comply with the legal debt margin established by state statutes.

#### Accounting, Auditing, and Financial Reporting Provisions

The City will follow the Generally Accepted Accounting Principles (GAAP) as promulgated by the Governmental Accounting Standards Board (GASB) for budget preparation and financial reporting.

The City will submit to an annual audit by an independent certified public accountant to gain an unqualified opinion.

The City will prepare a Comprehensive Annual Financial Report (CAFR) and submit it for consideration to the Governmental Finance Officers Association for their Certificate of Achievement for Excellence in Financial Reporting.

The City will follow the standards of full disclosure in all financial reporting and bond offering statements.

#### Budget Amendment Policy

The process of amending the City's budget is outlined and authorized by K.S.A. 79-2929a. Amendments to the City's budget are allowed only in the event of an increase in the original budget for previously unbudgeted increases in revenues other than ad valorem property taxes. To amend the budget, the City is required to publish a Notice of Hearing ten days prior to the hearing. The City then must hold a public hearing and forward amended budget forms to the County Clerk for certification.



**CITY OF MISSION, KANSAS  
RESOLUTION NO. 1031**

**A RESOLUTION ESTABLISHING BUDGET POLICIES FOR BUDGET YEAR 2020 FOR THE CITY OF MISSION, KANSAS.**

**WHEREAS**, the City of Mission must provide basic services to protect the health, safety, and welfare of the citizens of this community; and

**WHEREAS**, the City of Mission continues to promote a redevelopment vision designed to bring increased density to our community to positively impact property values and lower the per capita cost of basic services; and

**WHEREAS**, it is important to fund the replacement and repair of public infrastructure such as streets, sidewalks, stormwater structures, parks, and public facilities to maintain and enhance property values and to encourage private redevelopment; and

**WHEREAS**, the City has implemented more transparent methods for paying for services and infrastructure through dedicated stormwater, solid waste, parks and recreation, and street revenues;

**NOW, THEREFORE**, be it resolved by the Governing Body of the City of Mission:

**Section 1.** The Governing Body establishes the following policies to maintain the public infrastructure as part of the 5-Year Capital Improvement Program (CIP) within the 2020 Budget.

1. Maintain the Stormwater Utility Fee at \$28 per ERU per month. This provides an estimated \$2.5 million annually in Stormwater Utility fees for repayment of debt service and maintenance of stormwater infrastructure.
2. Establish a property tax mill rate of 8.857 mills in Rock Creek Drainage District #1 which is anticipated to generate approximately \$4,500 annually.
3. Establish a property tax mill rate of 9.756 mills in Rock Creek Drainage District #2 which is anticipated to generate approximately \$85,000 annually.
4. Maintain the total mill levy in the General Fund at an estimated total mill rate of 17.866. The revenues equivalent to approximately 7 mills (\$975,000), will be transferred to the Capital Improvement Fund to support street maintenance activities.
5. Use revenues from the  $\frac{3}{8}$ -cent Parks & Recreation Sales Tax (\$875,000) for debt service on the outdoor aquatic facility, facility/equipment costs associated with the Sylvester Powell, Jr. Community Center and maintenance of the City's outdoor park and trail amenities.

**Section 2.** The Governing Body has established the following policies to maintain basic services and city operations as part of the General Fund and within the 2020 Budget.

1. Preserve an estimated 10.866 mills for General Fund operations. Although the total mills to be levied in the General Fund are estimated at 17.866, the revenues generated by approximately 7 mills will be used exclusively for street maintenance.
2. Maintain a General Fund balance of no less than 25% of total General Fund revenues. The 2020 Recommended budget includes a restricted General Fund balance in the amount of \$3,373,975 which achieves the fund balance goal and leaves an estimated unrestricted fund balance



\$1,177,990 at December 31, 2020.

3. Maintain the Solid Waste Utility Rate at \$175.03 annually for single-family property owners. Costs for the 2020 contract are unknown at this time, and a transfer of \$85,000 from the General Fund has been maintained, but may need to be adjusted to subsidize the remainder of the contract for single-family residential trash service beginning January 1, 2020.
4. Continue to manage the organization's pay structure and benefits in accordance with the total compensation philosophy developed in 2017, including evaluating the potential to implement both market and merit adjustments as the budget allows. A 3.5% merit pool has been included in the 2020 Budget.
5. Fund replacement of the highest priority capital equipment needs. Capital equipment replacement is estimated at \$651,700 with \$351,700 in the General Fund and \$300,000 in the Equipment Reserve and Replacement Fund.
6. Maintain the Franchise and Mill Rate Rebate program at 100% of the City Franchise Fees, 100% of the total City Mill exclusive of all City special assessments, and 50% rebate of the Solid Waste Utility Fee. This expense is estimated at approximately \$20,000.
7. Continue to evaluate opportunities to improve cost recovery for the Community Center.

**Section 3.** The Governing Body directs staff to pursue the following areas as part of ongoing budget considerations.

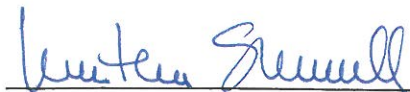
1. Continue to look for partnership options that could decrease costs supported by Mission taxpayers.
2. Continue to aggressively manage department expenditures to be as efficient as possible in using limited resources to deliver high quality services.

**PASSED AND APPROVED BY THE GOVERNING BODY OF THE CITY OF MISSION** on this 21st day of August 2019.

**APPROVED BY THE MAYOR** on this 21st day of August 2019.

  
\_\_\_\_\_  
Ronald E. Appletoft, Mayor

ATTEST:

  
\_\_\_\_\_  
Martha Sumrall, City Clerk

Martha Sumrall, City Clerk



## City of Mission 2020 Annual Budget

### Five Year Historical Analysis of Mill Levies

#### Break Down of Total Mill Levy for City of Mission

Taxing Entity	Tax Year				
	2015	2016	2017	2018	2019
State of Kansas	1.500	1.500	1.500	1.500	1.500
Johnson County	19.582	19.590	19.318	19.024	19.036
Johnson County Community College	9.469	9.473	9.503	9.266	9.121
Johnson County Parks and Recreation	3.101	3.102	3.112	3.088	3.090
Johnson County Library	3.912	3.915	3.921	3.901	3.904
<b>City of Mission</b>	<b>18.225</b>	<b>18.019</b>	<b>17.973</b>	<b>17.878</b>	<b>17.157</b>
Unified School District #512 (Shawnee Mission)	54.059	54.940	53.663	52.427	52.121
Consolidated Fire District #2	11.757	11.769	11.760	11.750	11.753
<b>Total Mill Levy for City of Mission</b>	<b>121.605</b>	<b>122.308</b>	<b>120.750</b>	<b>118.834</b>	<b>117.682</b>
Rock Creek Drainage District #1	10.499	10.442	8.802	8.852	8.857
Rock Creek Drainage District #2	10.500	10.500	10.500	9.793	9.174

*Some properties within the City of Mission are also in one of two drainage districts. These properties will have an additional mill levy depending on which drainage district they are located in.*

#### Total Mill Levy of Other Cities in Johnson County

City	Tax Year				
	2015	2016	2017	2018	2019
Desoto	152.586	154.604	151.604	146.775	144.940
Edgerton	156.336	154.515	150.128	134.815	148.067
Fairway	122.009	124.151	122.691	120.873	120.453
Gardner	136.204	138.354	137.315	138.457	135.590
Lake Quivira	109.372	109.748	108.245	106.483	106.000
Leawood	132.161	130.548	130.684	128.501	126.195
Lenexa	123.430	124.348	122.849	119.115	118.091
Merriam	119.299	120.193	118.758	117.086	116.537
Mission Hills	125.317	126.240	124.739	122.918	123.295
Mission Woods	118.908	119.817	119.061	116.358	116.101
Olathe	126.104	126.147	129.307	127.949	127.022
Overland Park	104.471	106.320	104.582	102.772	102.329
Prairie Village	122.880	123.760	122.088	120.270	119.845
Roeland Park	136.765	137.752	133.800	129.487	129.058
Shawnee	116.190	119.131	117.631	115.823	115.397
Spring Hill	143.613	143.438	144.073	142.820	147.282
West Wood	125.903	125.590	124.084	122.263	121.831
West wood Hills	124.380	129.786	127.720	130.277	128.460

Mill Levies are established in the Tax Year to fund the subsequent fiscal year budget.



## City of Mission 2020 Annual Budget

### Five Year History of Assessed Property Values for City of Mission

Type of Property	Tax Year				
	2015	2016	2017	2018	2019
Real Property	\$ 116,824,998	\$ 127,313,589	\$ 134,635,081	\$ 148,847,600	\$ 155,567,456
Personal Property	1,270,683	1,250,762	1,000,871	944,126	842,751
Utility Property	3,493,512	3,412,918	4,024,616	7,694,157	4,496,009
Motor Vehicles	11,983,543	12,423,247	12,987,922	13,541,214	13,415,581
<b>Total Assessed Value</b>	<b>\$ 133,572,736</b>	<b>\$ 144,400,516</b>	<b>\$ 152,648,490</b>	<b>\$ 171,027,097</b>	<b>\$ 174,321,797</b>

#### Change in Total Assessed

Value	3.68%	8.11%	5.71%	12.04%	1.93%
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#### City of Mission Mill

Levy*	18.225	18.019	17.973	17.878	17.157
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#### Total Property Tax

Generated	\$ 2,434,363	\$ 2,601,953	\$ 2,743,551	\$ 3,057,622	\$ 2,990,839
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### Property Tax Calculation

#### Determining Assessed Value

State statutes require that the valuation of real property subject to taxation be updated each year as of January 1st, and such property be physically inspected by the County Appraiser at least once every six years. All property is to be valued at its market value, which is what the Appraiser believes to be fairly worth. Assessed value is a percentage of the market value as set by state statutes.

Public Utility Real and Tangible Property	33% of Market Value
Commercial/Industrial Real and Tangible Property	25% of Market Value
Vacant Real Property	12% of Market Value
Residential Real Property	11.5% of Market Value
Motor Vehicles	20% of Market

#### Formula for Determining Property Tax

$$\text{Assessed Property Value} / 1,000 \times \text{Mill Levy} = \text{Property Tax}$$

#### Example for a Home with a Market Value of \$150,000

$$(\$150,000 \times 11.5\%) / 1,000 \times 120.75 = \$2,082.94$$



**City of Mission, Kansas  
2020 Salary Schedule**

Position Title	Pay Grade	Pay Range		
		Minimum	Midpoint	Maximum
Office Assistant	11	\$32,261	\$39,525	\$46,789
Accountant	11	\$32,261	\$39,525	\$46,789
Payroll/Benefits Specialist	15	\$42,620	\$52,212	\$61,803
Accounting Manager	20	\$53,864	\$65,972	\$78,081
Assistant to the City Administrator	23	\$62,974	\$77,143	\$91,313
City Clerk	23	\$62,974	\$77,143	\$91,313
Asst City Adminstrator/Finance Director	31	\$93,490	\$114,521	\$135,553
City Administrator	33	\$102,580	\$125,654	\$148,728
Court Clerk	13	\$37,115	\$45,470	\$53,826
Laborer/Equipment Operator I	11	\$32,261	\$39,525	\$46,789
Laborer/Equipment Operator II	13	\$37,115	\$45,470	\$53,826
Mechanic	15	\$42,620	\$52,212	\$61,803
Public Works Crewleader	16	\$44,666	\$54,718	\$64,770
Public Works Superintendent	23	\$62,974	\$77,143	\$91,313
Public Works Director	29	\$84,399	\$103,388	\$122,377
Neighborhood Services Officer	14	\$40,664	\$49,766	\$58,868
Community Development Coordinator	16	\$44,666	\$54,718	\$64,770
Building Official	23	\$62,974	\$77,143	\$91,313
Maintenance Worker	10	\$31,066	\$38,050	\$45,033
Facilities & Maintenance Supervisor	20	\$53,864	\$65,972	\$78,081
Aquatics Facilities Manager	17	\$45,110	\$55,257	\$65,404
Aquatics Coordinator	13	\$37,115	\$45,470	\$53,826
Recreation Program Supervisor	20	\$53,864	\$65,972	\$78,081
Recreation Program Coordinator	15	\$42,620	\$52,212	\$61,803
Administrative Supervisor	20	\$53,864	\$65,972	\$78,081
Rental Coordinator	13	\$37,115	\$45,470	\$53,826
Membership Coordinator	13	\$37,115	\$45,470	\$53,826
Parks & Recreation Director	29	\$84,399	\$103,388	\$122,377
Police Records Clerk	13	\$37,115	\$45,470	\$53,826
Community Service Officer	13	\$37,115	\$45,470	\$53,826
Police Officer I	15	\$42,620	\$52,212	\$61,803
Police Officer II	16	\$44,666	\$54,718	\$64,770
Detective	19	\$51,814	\$63,464	\$75,115
Corporal	19	\$51,814	\$63,464	\$75,115
Sergeant	22	\$60,051	\$73,568	\$87,084
Captain	26	\$74,657	\$91,446	\$108,235
Chief of Police	31	\$93,490	\$114,521	\$135,553



## City of Mission 2020 Annual Budget

### Full-Time Equivalent Employees by Function Last Ten Fiscal Years

<u>Function/Department</u>	<u>2020</u>	<u>2019</u>	<u>2018</u>	<u>2017</u>	<u>2016</u>	<u>2015</u>	<u>2014</u>	<u>2013</u>	<u>2012</u>	<u>2011</u>
General Government										
Administration/Finance	7	7	7	7	7	7	6	5	5	5
Community Development	5	4	4	4	4	2	3	3	3	3
Neighborhood Services	0	0	0	0	0	2	2	2	2	2
Municipal Court	3	3	3	3	3	3	3	4	4	4
Public Works	13	13	12	12	11	11	11	11	11	11
Police	35	33	31	31	31	31	31	31	31	31
Parks & Recreation	<u>13</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>12</u>	<u>13</u>	<u>13</u>	<u>13</u>	<u>12</u>	<u>12</u>
Total	76	73	70	70	68	69	69	69	68	68



# City of Mission 2020 Annual Budget

## Glossary of Terms

### ***Accrual Basis***

A basis of accounting in which transactions are recognized at the time they are incurred as opposed to when cash is received or spent.

### ***Adopted Budget***

Refers to the budgeted amounts approved by the City Council and sent to the County Clerk's Office for certification. The budget is required to be delivered to the County Clerk by no later than the 25<sup>th</sup> of August.

### ***Ad Valorem Taxes***

Ad Valorem taxes, commonly referred to as property taxes, are levied on both real and personal property according to the property's valuation and the tax rate.

### ***Agency Fund***

A fund established to account for assets held by Johnson County as a collection or paying agent for individuals, private organizations, other governmental units, or other funds.

### ***Appropriation***

An authorization made by the City Council which permits the City to incur obligations and to make expenditures for specific purposes.

### ***Assessed Valuation***

A value that is established for real or personal property use as a basis for levying property taxes. The assessed valuation for residential property in Mission is 11.5% of fair market value, and commercial property is 25%.

### ***Assets***

Resources owned or held by the City which have monetary value.

### ***Bond***

A written promise to pay a sum of money on a specific date at a specific interest rate. Bonds are most frequently sold to raise funds for large capital projects, such as constructing stormwater facilities, streets, or public facilities such as a community center, city hall or police station.

### ***Budget***

A plan of financial operation embodying an estimate of proposed expenditures for a specified period of time (budget fiscal year) indicating all planned revenues and expenditures for the year. The term may be used to describe a plan for an entire jurisdiction, such as "the City of Mission Budget," or it may apply to specific plans or parts of a fiscal plan, such as "the Capital Budget" or "the Police Department Budget."

### ***Budget Amendment***

An increase in the published budget expenditure authority at the fund level for a given year's published budget.

### ***Budget Revision***

A change in budgeted expenditure authority for any City department which does not result in an increase in the published budget authority of any fund.

### ***Budgetary Basis***

This refers to the basis of accounting used to estimate financing sources and uses in the budget.



This generally takes one of three forms: GAAP, cash or modified accrual.

***Budgetary Control***

The control or management of the City in accordance with the approved budget for the purpose of keeping expenditures within the limitations of available appropriations and available revenues.

***CAFR***

Comprehensive Annual Financial Report. An annual, audited financial report issued by the City stating the results of the previous year's fiscal operations.

***Community Investment Program (CIP)***

A plan for capital outlay to be incurred each year over a fixed number of years to meet capital needs arising from the long-term needs of the City. Examples of items frequently included in the CIP are new buildings, land acquisition, roads, bridges, culverts, and park amenities and improvements.

***Capital Outlay***

Expenditures which result in the acquisition of, or addition to, fixed assets.

***Capital Projects***

Major construction, acquisition, or renovation activities which add value to the City's physical assets or significantly increase their useful life. Also called capital improvements.

***CARS (County Assisted Road System)***

The CARS program provides funds to the cities of Johnson County to construct and maintain major arterials. Each year the cities submit a 5-year road improvement plan to Johnson County. Using a scoring system, Johnson County selects projects and allocates funds. The County pays 50% of the project's construction and construction inspection costs. Cities are responsible for 100% of design, right-of-way, and utility relocation costs.

***Cash Basis***

A basis of accounting in which transactions are recognized only when cash is received or spent.

***Commodities***

Expendable items which are consumable or have a short life span. Examples include office supplies, gasoline, minor equipment, and asphalt.

***Consumer Price Index (CPI)***

A statistical description of price levels provided by the U.S. Department of Labor. The index is used as a measure of the increase in the cost of living (i.e., economic inflation).

***Consumer Use Tax***

A sales tax placed on equipment or materials purchased outside of a city or county for use in said city or county.

***Contingency***

A budgetary reserve set aside for emergencies or unforeseen expenditures not otherwise budgeted.

***Contractual Services***

Services rendered to the City by private firms, individuals, or other governmental agencies. Examples include utilities, rent, maintenance agreements, and professional consulting services.

***Debt Service***

Expenditures to pay the principal and interest of all bonds and other debt instruments according to a predetermined payment schedule.



**Debt Service Fund**

A fund established to account for the accumulation of resources for the payment of general long-term debt principal and interest.

**Encumbrance**

The commitment of appropriated funds to purchase an item or service prior to actual payment. To encumber funds means to set aside or commit funds for a specified future expenditure. Funds are generally encumbered once a contractual obligation has been entered into by the Governing Body.

**Enterprise Fund**

A governmental accounting fund in which services provided are financed and operated similar to those of a private business- where the intent is that the costs (expenses, including depreciation) of providing goods and services be financed or recovered primarily through user fees. The City currently has no Enterprise Funds.

**Expendable Trust Fund**

A fund established to account for assets held by the City in a trustee capacity.

**Expenditure**

A decrease in net financial resources, these include current operating expenses which require the current or future use of net current assets, debt service, and capital outlays.

**Fiscal Policy**

The City's policies with respect to revenues, spending, and debt management as these relate to City services, programs and capital investment. Fiscal policy provides an agreed-upon set of principles for the planning and programming of the City's budget and its funding.

**Fiscal Year**

A 12-month period to which the annual operating budget applies and at the end of which the City determines its financial position and the results of its operations. The fiscal year for the City is the same as the calendar year (January 1 – December 31).

**Fixed Assets**

Assets of a long term character, such as land, buildings, improvements other than buildings, machinery and equipment. The City has established a level of \$1,000 for an item to be considered an asset; below \$1,000, the item is a commodity.

**Franchise Fees**

Fees charged utility companies for operating within the City's corporate limits.

**Fund**

An accounting entity which has a set of self-balancing accounts and which records all financial transactions for specific activities or functions.

**Fund Balance**

Fund balance is the excess of assets less liabilities.

**Fund Type**

A group of subfunds that have similar activities, objectives, or funding sources. In governmental accounting, all funds are classified into seven generic fund types: General, Special Revenue Debt Service, Capital Projects, Enterprise, Internal Service, and Trust and Agency.

**GAAP**

Generally Accepted Accounting Principles. Uniform minimum standards for financial accounting and recording, encompassing the conventions, rules, and procedures that define accepted



accounting principles.

***GASB 34***

New framework and financial reporting model for state and local governments, designed by the Governmental Accounting Standards Board (GASB), to fulfill the requirement of reporting all infrastructure assets in financial statements.

***General Fund***

The fund used to account for all financial resources except those required to be accounted for in another fund. Revenues are derived primarily from general property taxes, local sales taxes, utility taxes, license and permit fees, and State shared taxes. General Fund expenditures include the costs of general City government.

***G.O. Bond***

A General Obligation (G.O.) Bond is a bond secured by the issuer's full faith and credit.

***Grants***

Grants are gifts of money from another government or private source which must be spent to complete a stated program or purpose.

***Interfund Transfers***

The movement of monies between funds of the City.

***Levy***

To impose taxes or fees for the support of City activities.

***Liability***

Debt or other legal obligations arising out of transactions in the past which must be liquidated, renewed, or refunded at some future date.

***Line Item***

A specific expenditure category within an agency budget. Examples include postage, rent, paper supplies and travel.

***Long Term Debt***

Debt with a maturity of more than one year after date of issuance.

***Market Value***

The appraised price of real property. Market value is also called the "100% value" of property.

***Mill***

The property tax rate which is based on the valuation of the property. A tax rate of one mill produces one dollar on each \$1,000 of assessed property valuation.

***Modified Accrual Basis***

The basis of accounting is used for governmental funds and expendable trust funds where the measurement focus is on current financial resources measurement. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become available and measurable. Expenditures are recognized in the accounting period in which the fund liability is incurred, if measurable, except for unmatured interest on general long-term debt, which is recognized when due.

***Motor Vehicle Tax***

Tax received from the county for vehicles licensed in Mission and is based on the age and value of the vehicle and is taxed according to the county-wide average tax rate for the previous year.



**Object Category**

An expenditure classification, referring to the highest and most comprehensive level of classification. These include Personal Services, Contractual Services, Commodities, Capital Outlay, Transfers/Refunds, Debt Service and Losses.

**Object Class**

An expenditure classification, referring to specific groups of objects, such as salaries and wages, utilities, rent, supplies and materials, and administrative equipment.

**Object of Expenditure**

An expenditure classification, referring to the lowest and most detailed level of classification, such as electricity, office supplies, asphalt, and furniture/furnishings.

**Operating Budget**

The annual budget and process which provides a financial plan for the operation of the City and the provision of services for the year. Excluded from the operating budget are one-time capital projects, which are determined by a separate, but interrelated, process.

**Operating Expenses**

The cost for personnel, materials and equipment required for a department to function.

**Pay-As-You-Go Basis**

A term used to describe the financial policy which funds capital outlays from current revenues rather than by borrowing.

**Personnel Services**

Expenditures for salaries, wages, and fringe benefits of City employees.

**Property Tax**

See Ad Valorem Tax

**Reserves**

Reserves are funds set aside to support unknown or unforeseen disbursements of a legal or emergency nature and to provide resources for future funding requirements. These funds may accumulate throughout one or more fiscal years.

**Revenue**

Funds which the City receives as income.

**Revenue Bonds**

These bonds are used to finance public improvement projects authorized by the Governing Body, and are backed by revenues or user fees.

**Sales Tax**

The City of Mission has an ongoing 1% sales tax on all retail sales. The City's voters also authorized the collection of an additional ¼ cent tax for street and transportation infrastructure needs and an additional 3/8 cent tax for parks and recreation.

**Solid Waste Utility Fee**

A fee assessed to all single-family residential households in the City of Mission to provide for the curbside collection of trash, recycling and yard waste.

**Special Alcohol Fund**

A fund established in accordance with K.S.A. 79-41a04. Revenues for the fund are derived from alcohol taxes. Expenditures for the fund are limited to alcohol and drug abuse prevention and education.



**Special Assessment**

A compulsory levy made against certain properties to defray part or all of the costs of a specific improvement deemed to primarily benefit the assessed properties.

**Special Highway Fund**

A fund established in accordance with K.S.A. 79-3425C to account for those revenues received from the state tax on motor fuel. Statutes restrict the use of these funds to non-capital street and highway expenditures.

**Special Parks and Recreation Fund**

A fund established in accordance with K.S.A. 79-41a04. Revenues for the fund are derived from alcohol taxes. Expenditures for the fund are limited to parks and recreational services, programs and facilities.

**Stormwater Utility Fee**

Based on the amount of impervious surface on all developed property in the City, the fee is set per equivalent residential unit (ERU) which is equal to 2,600 sq. ft. The rate is reviewed and established annually during the budget process and is dedicated to stormwater improvements and maintenance.

**Tax Base**

Objects and/or activities to which a specific tax is applied; state law and/or local ordinances define what makes up the tax base and determines what objects, if any, are exempted from taxation. For example, the City's real property tax base is the market value of all real estate in the City.

**Taxes**

Compulsory charges levied by the City for the purpose of financing services performed for the common benefit of the people. This term does not include specific charges made against particular persons or property for current or permanent benefit, such as special assessments or fees.

**Tax Increment Financing (TIF)**

A method of financing established in accordance with K.S.A. 12-1770 et seq. This method allows cities to help redevelop property through private investment. Revenues for this method are derived from the increased property tax payments (increment) caused by the higher assessments on the redeveloped property.

**Transportation Utility Fee**

A fee assessed to properties based on the number of vehicle trips (actual or estimated) each property generates over a period of time. Based on a per-trip calculation for every land-use in the City using the Trip Generation (8th Edition, 3 Volume set) Informational Report of the Institute of Transportation Engineers (ITE). The rate is reviewed and established annually during the budget process and is dedicated to street and transportation improvements and maintenance.

**User Fees**

All fees charged by the City for the use of certain programs or facilities.